

**Santa Barbara Museum of Natural History
Position Description**

Title: Spring/Summer Children's Instructor
Classification: Part time, temporary, non-exempt
Department: Education/Children's Programs
Reports To: Children's Program Manager
Created:
Revised: March 2007

Position Summary: The Children's Instructor will work with the Children's Programs Manager and other lead and assistant instructors in camps of natural history programs for children ages 4-12.

Specific Responsibilities:

- Work with Children's Programs Manager, other lead instructors, and assistant instructors
- Interface with parents during check-in and checkout periods
- Maintain appropriate control of class during sessions
- Supervise the assistant instructors during sessions
- Supervise, manage, and teach group activities
- Other duties as needed

Essential Requirements:

- Experience in leading classroom based informal educational programs or related work
- Strong organizational and leadership skills
- Excellent communication skills (verbal and written)
- Ability to work unsupervised
- Self-motivated and creative
- Dependable, reliable

Work Environment:

- Standard educational classroom environment
- Outdoor environment, including creek and trail exploration
- Some hiking
- Lifting, up to 15 lbs.
- Frequent standing, walking, bending, kneeling, squatting

**Santa Barbara Museum of Natural History
Position Description**

Title: Children's Instructor

The incumbent must be able to perform each requirement of the position as outlined in the job description. **Essential Requirements** are representative and are essential for satisfactory job performance. The **Work Environment** characteristics are representative of those that may be encountered while on the job. The Museum will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the position.

Title:

Signatures:

Employee

I have read this position description and understand its contents.

Employee Signature

Date

Museum

This position description accurately describes the critical and important duties assigned to this position.

Department Head

Date

Director Finance & Administration

Date

Human Resources

Date

Background Investigation:

Yes No

Type: Reference SSVerif./Eligibility Verif. Felony/Misdemeanor
 Driving History Academic Degree Prof. License
 Other _____

Reason: _____