



**Santa Barbara Museum of Natural History  
Nature Adventures Children's Programs  
Nature Adventures Class Instructor Position Description**

**Title:** Nature Adventures Class Instructor  
**Classification:** Part Time/ Temporary/Non-exempt  
**Department:** Education – Nature Adventures  
**Reports To:** Nature Adventures Program Manager  
**Created:** February 2017  
**Revised:** February 2017

**Position Summary:**

The Nature Adventures Class Instructor will supervise, manage and teach individual and group activities to youth ranging from ages 2-12 during the spring, fall and winter seasons of the school year at the Museum, Sea Center and off-site locations (as needed). In addition, the Nature Adventures Class Instructor will engage with youth and adults, promoting the Museum and Nature Adventures programs at local school science nights, the annual CEC Earth Day festival and other events as needed. Additional work as a Nature Adventures Camp Instructor during camp seasons may be possible.

**Specific Responsibilities:**

- Supervise, manage, and teach group activities for all scheduled day-time and after-school classes.
- Be prepared for each program by reading the curricula and prepping pertinent supplies before each class starts.
- Responsible for proper breakdown and organization of supplies following the close of each program.
- Set-up and deliver outreach program materials and interactive at local school science nights and festivals.
- Work and co-lead with Nature Adventures Manager and/or other Instructors on an as-needed basis.
- Interface with parents during check-in and checkout periods.
- Maintain appropriate control of class during sessions.
- Oversee and work with Teen Programs' "Quasars to Sea Stars" teen interns and other volunteers on an as-needed basis.
- Other duties as needed.
- **Must be available to work the following spring schedule:**
  - Act as Spring Camp Instructor on Friday, March 24 and from Monday, March 27 to Friday, March 31 (8:00AM-5:00PM).



- Instruct ongoing Museum classes on Tuesday afternoons 3:00-5:00PM, Wednesday afternoons 3:00-5:00 PM, and Thursday afternoons 12:00-3:30 PM for Spring sessions from April 1-May 20.
- Prep class materials and provide instruction at the Girl Scouts Workshop on Sunday, April 9 (1:00-5:00PM)
- Host Museum and Sea Center Earth Day booth on Saturday, April 22 or/and Sunday, April 23.

#### **Essential Requirements:**

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

#### **Work Environment:**

- Frequent work in a classroom environment and work throughout the Museum and Sea Center facility.
- Daily contact and work with children and teens.
- Frequent work outdoors, as well as field trips in various natural environments
- General office environment with computer and telephone work (repetitive movement-typing)
- Frequent sitting, standing, walking, bending, climbing stairs, and lifting of moderate loads (15-30 lbs.)
- Uneven walking surfaces, e.g. creek explorations.



Title: Nature Adventures Class Instructor  
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  
Driving History  
Other

SSVerif./Eligibility Verif.  
Academic Degree

Felony/Misdemeanor  
Prof. License

Reason: