



POSITION ANNOUNCEMENT

Position Title: Early Childhood Educator
Reports To: Assistant Education Manager
Status: Part-time: 20 hours/week, non-exempt, at-will, regular
Schedule: Tues 8:30am - 1:30pm + Thurs & Fri 9:00am – 5:00pm
Desired Start Date: August 25th, 2015
Compensation: \$15/hour

*Application Deadline: August 15th, 2015

Organizational Description

Children's Creativity Museum is a hands-on, multimedia arts and technology experience for kids. We envision a world where the **3Cs of 21st-century literacy - Creativity, Collaboration and Communication** - inspire new ideas and innovative solutions. We believe that the success of the next generation will hinge not only on what they know, but also on their ability to think and act creatively as global citizens. **Our mission is to nurture these 3Cs in all youth and families.**

Position Description:

The early childhood specialist is a member of the education team and works collaboratively with the other educators to create interactive learning environments for a diversity of museum visitors. S/he takes the lead on facilitating, curating, and evaluating the museum programming and experiences for children ages 5 and under. S/he also models developmentally appropriate interactions with our youngest visitors. The Early Childhood Educator should be comfortable leading large groups of parents and children through singing, music and dance, and be conversant in open-ended and developmentally appropriate theories of learning.

Responsibilities:

- Facilitate general admission experiences for visitors of all ages while modeling the museum's educational pillars.
- Ensure that all exhibits and programs are presented to the public with the highest standards of excellence, with enthusiasm, creativity and educational value.
- Assist in the implementation of CCM's early childhood exhibits and programs: ensure that all programs are effectively and efficiently delivered to youth and their families for a positive visitor experience.
- Facilitate the Early Birdles program. Train interns and educators to assist/lead the program. Work with the Assistant Education Manager to ensure the curriculum aligns with developmentally appropriate best practices.
- Assist in developing curriculum for all early childhood programming including Early Birdles and junior field trips.
- Develop art projects for children under 5 based on the monthly ECE theme

- Create visuals/signage for each DIY project and manage a monthly supply budget.
- Lead structured activities for groups of 10-20 Pre-k through 2nd grade students in 1-hour workshops.
- Participate in regular staff meetings.
- Other related duties as assigned.

Minimum Qualifications:

- Experience working with children birth - 2nd grade
- Classroom experience with Pre-K children
- Bachelor's degree in Early childhood education, Education, Music or Art preferred.
- Our ideal candidate will have at least 9 ECE units
- Comfort leading large groups of parents and children through singing, music and dance
- Ability to work occasional weekends/evenings
- Must love working, playing and creating with children, youth and families.
- Excellent interpersonal, written/verbal communication and customer service skills.
- Outgoing, self-motivated, and creative problem-solver.
- Ability to interact with and manage large groups and to teach a variety of ages in a non-classroom setting.
- Strong computer skills on both Macs and PCs, working knowledge and/or the ability to learn new software and communicate its uses to students and educators.
- Conversational knowledge of Spanish or Asian languages desirable.
- Finalist(s) for the position must undergo a thorough pre-employment background check, including fingerprinting for criminal history.

Knowledge, Skills and Abilities:

The ideal candidate will possess all of the above minimum qualifications, as well as the ability to bring creativity and flexibility to problem solving and a dedication to working in a non-profit, educational, arts environment for youth. In addition, we seek enthusiastic team players who are highly self-directed, deadline-oriented, forward thinking, and detail-oriented.

Application Process – PLEASE READ CLOSELY:

Send cover letter and resume by email to education@creativity.org with a subject line beginning with this exact phrase: "Early Childhood Education". Include your NAME in your subject line and paste your cover letter into your email. You may attach your resume to your email in either .pdf or .doc format. Please tailor your cover letter to this job posting. Email submissions that do not follow these instructions may not be reviewed. NO PHONE CALLS PLEASE.

§ CCM is an equal opportunity employer committed to diversity at all levels.