

**Rochester Museum & Science Center  
JOB DESCRIPTION**

**Job Title:** Instructor

**Department:** Education

**Direct Supervisor/Manager's Title:** Coordinator of Classes and Camp-ins.

**Grade:**

**FLSA Status:**

**Full-time/Part-time:** Part-time, hours variable

**Date Prepared/Revised:** 4/15/2008

**I. JOB SUMMARY**

The instructor is responsible for the implementation of lesson plans, classroom management, and in-class supervision of assistants.

*Work schedule may include flexible hours, weekends, weekdays, evenings, holidays and extended hours in order to meet the needs of the organization. Management retains the right to alter work schedules accordingly.*

**II. DUTIES (and percentage of time spent)**

Describe duties, responsibilities, essential functions:	%
Leads Scout and Camp-In Programs, including the following: <ul style="list-style-type: none"> <li>• Implements high quality curriculum, materials, and programming for scouts and leaders.</li> <li>• Research scout topics to ensure that you are knowledgeable in the fields you are teaching.</li> <li>• Coaches assistants on how to deliver high quality programming.</li> </ul>	25
Leads Youth Programs, including the following: <ul style="list-style-type: none"> <li>• Implements high quality curriculum, materials, and programming for youth classes.</li> <li>• Coaches assistants on how to deliver high quality programming.</li> </ul>	25
Leads Birthday Party Programs, including the following: <ul style="list-style-type: none"> <li>• Implements high quality programming for birthday participants.</li> <li>• Set up room for predetermined birthday party activities.</li> <li>• Checks in with birthday parents to make sure needs are being met.</li> <li>• Coaches assistants on how to deliver high quality programming.</li> </ul>	25
Leads Camp-in Programs, including the following <ul style="list-style-type: none"> <li>• Implements high quality curriculum, materials, and programming for scouts, scout leaders, and other community camp-in participants.</li> <li>• Research camp-in topics to ensure that you are knowledgeable in the fields you are teaching.</li> </ul>	25
<i>Other duties as assigned</i>	

**III. JOB DIMENSIONS**

<p>Accountable for providing safe, friendly, engaging and informative experiences for Scout, Camp-in, Youth, and Birthday Party program attendees.</p> <p>Accountable for ensuring a physical environment that contributes to a positive experience for Scout, Camp-in, Youth, and Birthday Party program attendees and staff.</p> <p>Accountable for coaching assistants on how to deliver safe, friendly, engaging, and informative experiences for Scouts, Youth, and Birthday Party programs.</p>
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**IV. SUPERVISORY RESPONSIBILITIES**

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## V. FUNCTIONAL REQUIREMENTS

### **Technology, Equipment, Tools:**

Ability to utilize Microsoft Office products, company email.

Ability to use business machines such as personal computer, printer, calculator, copy machine, facsimile, and phone.

### **Mental Activity:**

#### ***Language skills –***

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondences. Ability to effectively present information in one-on-one and small group situations.

#### ***Mathematical skills –***

Ability to count, add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as proportions, percentages, and ratios.

#### ***Reasoning ability-***

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or written form and deal with several abstract and concrete variables. Ability to exercise significant judgment and make decisions based on conclusions for which there is little precedent.

### **Physical Activity:**

While performing the duties of this job, the employee is regularly required to walk; stand; bend; climb; to use hands to handle or feel objects, tools or controls; reach with hands and arms; stoop; kneel; and crouch. The employee must occasionally lift and/or move *up to* 25 pounds. Specific vision abilities required include close vision, depth perception and ability to adjust focus.

### **Work Environment:**

While performing the duties of this job, the noise level in the work environment is variable.

While performing the duties of this job, the employee regularly works in close quarters with staff.

## VI. QUALIFICATIONS

### Education/Experience Requirements:

Bachelor's Degree or equivalent and 2-3 years of related experience (see below) or an equivalent combination of education and experience.

- Experience teaching in a museum or classroom setting
- Experience with inquiry-based teaching methods
- Experience with interdisciplinary teaching methods
- Experience teaching with objects

### Skills/Competencies:

First Aid and CPR Certification

Teaching Certification

## VII. APPROVALS

\_\_\_\_\_  
**Department Manager/Director**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Department Vice President**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Human Resources**

**Date:** \_\_\_\_\_

This job description reflects management's assignment of essential functions and does not restrict management's right to assign or reassign duties and responsibilities to this job at any time.