



15080 Livingston Road Naples, FL 34109  
www.cmon.org

## Programs Coordinator - Museum Educator

**Summary:** The Museum Educator is responsible for developing, leading, and overseeing the Museum's programs both in the Museum and in the community. The Educator is responsible for developing unique, hands-on, inquiry-based programs and curricula that serve a diverse community.

This full-time position will include evening and weekend hours.

**Reports to:** Programs Manager

### Major Duties

#### Museum Programs

- Develops, implements, teaches, and evaluates a variety of interdisciplinary programs supporting C'mon's mission.
  - **Onsite Programs-** These programs include, but are not limited to, STEAM based workshops, pre-school workshops, daily programs, field trips, camps, and other special events.
  - **Outreach and Community Programs-** These programs include, but are not limited to, pre-school lessons, community events, and day and evening school programs.
- Collaborates with Programs staff on classroom management, teaching practices, and designated subject matter.
- Collaborates with Museum staff to ensure that all Museum Programs are accessible for children with special needs and their families.
- Develops, implements, teaches, and evaluates a variety of interdisciplinary programs for children based on the Museum's exhibits.
- Assists in short and long-term planning of museum wide programs, themes, and events.
- Attends weekday, evening, and weekend outreach events at area schools, fairs, and festivals a minimum of two times per month.
- Coordinates with the Programs Manager to maintain budget spending and record keeping.
- Trains play specialists and volunteers on new and existing programs.
- Cultivates partnership opportunities with local/regional community organizations to maximize resources and enhance program offerings.
- Assists in writing grants and reporting related to Museum Programs.
- Collaborates with other Museum departments to enhance programs.
- Provides Museum-wide team support during events, festivals, and fundraisers.

### Qualifications

- Bachelor's degree in education or related field is required
- Experience with educational program development and/ or teaching.
- Experience working with budgets.
- Must be outgoing, self-motivated, and enjoy working with the public.
- Excellent organizational skills while managing several projects at the same time.
- Excellent oral and written communication skills.

- Ability to work well with others and maintain professional manner using tact, initiative, good judgment and confidentiality.
- Ability to work with people of all ages.
- Ability to work independently with minimal supervision.
- Proficient in using the Microsoft Office Suite software, internet, and email.
- Must be able to work flexible hours, including evenings, holidays, and/or weekends.
- Must pass a background check and be fingerprinted.
- Must have a clean driving record and proof of insurance as this position travels very frequently to partnering sites in a company vehicle.
- Must be able to lift 35 lbs.

**Working Conditions:**

- Interactive Museum environment
- Moderate amount of local travel
- Constant interaction with public
- Limited exposure to environmental hazards that may arise through normal tasks in this position

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

**To Apply:**

To apply, please send a resume, cover letter, contact information for three references, salary requirements, and an original lesson plan to [hrjobs@cmon.org](mailto:hrjobs@cmon.org) or mail to Golisano Children’s Museum of Naples, Attn: Human Resources, 15080 Livingston Rd, Naples, FL 34109.

Please note the lesson plan should be for a program approximately 30-45 minutes in length, focusing on one of the Museum’s exhibits. Please specify the age range the lesson is appropriate for clearly on the document. Applications submitted without the lesson plan will not be considered.

All applicants for open positions will receive acknowledgement upon receipt of resume. **Please, no phone calls.**

C’mon is an Equal Opportunity Employer (EOE) in compliance with all Federal, Florida State and local ordinances, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990, and the Genetic Information Nondiscrimination Act of 2008.

It is C’mon’s mission to create an exciting, inspiring environment where children and their families play, learn and dream together.