



## Outreach Educator

**Department:** 1130

**FLSA Status:** Non-Exempt

**Work Schedule:** based on travel and programming needs

**Job Status:** Full Time

**Reports To:** Director of Education

**Amount of Travel Required:** 70%

**Positions Supervised:** Part-time staff

### POSITION SUMMARY

Develop and deliver educational outreach programs throughout West Virginia and the region. These programs include the Clay 2 Go mobile exhibit focusing on science, technology, engineering, art and math (STEAM). Responsibilities include curriculum development, classroom presentations, facilitating and trouble-shooting exhibit maintenance as well as the scheduling and coordination of outreach visits. This position also coordinates the Clay Center Impact Grant program which provides support for STEAM programming throughout the State.

### Essential Functions Statement(s)

#### Clay 2 Go Mobile Exhibit (C2G)

- Contact & coordinate existing and potential sites to book visits. Stay in contact with site representatives to make sure installation, ongoing programming and deinstallation happens efficiently.
- Travel/drive to sites, install/deinstall exhibits, and deliver programs and workshops.
- Provide excellent, friendly, and consistent customer service to outreach audiences.
- Prepare educational materials for general visits and for specific sites if necessary. Materials should include a general guide(s) for teachers on how to use the exhibit, brief content descriptions, how exhibits relate to curriculum, as well as worksheet activities for students that incorporate pre and post evaluations.
- Coordinate internal resources such as Exhibit Team, Building Management, Marketing, Development, and Finance to prepare for site visits. This includes ensuring exhibits are in optimum shape, completing all booking and travelling documents, vehicle readiness, etc.
- Establish a full long-term schedule of visits and define parameters for how to book trips taking into consideration distance, length of stay, staff availability, and geographical distribution.
- Maintain detailed travel and visits log that includes, number of students, virtual programs, pre and post evaluations, exhibit condition, mileage, cost, and vehicle condition.
- Develop and present on-site and virtual programs that highlight and utilize the activities and content of the exhibits.
- Develop and present teacher development workshops at visited sites to train volunteers and teachers on how to operate the exhibit, best methodology for student interaction and usage, and how to connect exhibits to curriculum.
- Assist Exhibit Team in maintaining and supplying mobile exhibits to insure optimum condition.
- Write, modify, and update exhibit signage as needed.

- Participate in development of new mobile exhibit themes.

### **Develop Statewide Network**

- Establish and maintain relations with school systems, community centers, libraries, and other organizations throughout WV.
- Promote and secure long-term repeat visits in communities around the state.
- Contact/visit various groups such as school boards, PTA, festivals, etc. to promote C2G and secure booking.
- Coordinate a grant scoring panel to evaluate and determine programs to be funded.
- Stay in close contact with grantees to obtain needed reports or information on funded projects, and to note any program/project changes.
- Coordinate site visits with grantees to observe programs/projects in progress.

### **On-site educational programming**

- Collaborate with Education Team and Clay Center staff to identify future outreach initiatives and to implement new programs and/or mobile exhibits.
- When available, support the education team in all programming initiatives under the direction of the Director of Education.

Other duties as assigned.

### **SKILLS & ABILITIES**

**Education:** Bachelor's Degree (four year college or technical school) preferred; Field of Study: visual or performing arts, science, education, museum studies or communication preferred.

**Experience:** One to two years related experience

**Computer Skills:** Proficiency in MS Office, internet and email

**Other Requirements:** Valid Driver's License and ability to travel

### **POSITION QUALIFICATIONS**

#### **Competency Statement(s)**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Presentation Skills - Ability to effectively present information publicly.
- Reliability - The trait of being dependable and trustworthy.
- Safety Awareness - Ability to identify and correct conditions that affect employee and visitor safety.
- Team Builder - Ability to convince a group of people to work toward a goal.

- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations. .

**PHYSICAL DEMANDS**

N (Not Applicable) Activity is not applicable to this position.  
 O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  
 F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  
 C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

<b>Physical Demands</b>		<b>Lift/Carry</b>	
Stand	F	10 lbs or less	F
Walk	F	11-20 lbs	F
Sit	F	21-50 lbs	O
Manually Manipulate	F	51-100 lbs	O
Grasp	F	Over 100 lbs	N
Reach Outward	F		
Reach Above Shoulder	O		
Speak	F	<b>Push/Pull</b>	
Climb	O	12 lbs or less	O
Crawl	O	13-25 lbs	O
Squat or Kneel	O	26-40 lbs	O
Bend	O	41-100 lbs	O

**WORK ENVIRONMENT**

Clay 2 Go presents both indoor and outdoor work environment with varying temperatures and weather conditions.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.