

## Town of Fort Myers Beach Job Description

**Position:** Museum Educator  
**Department:** Cultural Resources

### POSITION SUMMARY

This is a permanent full time position requiring 40 hours per week with a schedule of Tuesday through Saturday with some nights and holidays required. Responsible for developing and implementing outdoor and indoor educational programs and activities related to area history, archaeology, and environment of the Mound House and Newton Beach Park. Works under the direct supervision of the Director of Culture, Parks and Recreation. Supervises contractual, student intern and volunteer workers as assigned.

### ESSENTIAL JOB FUNCTIONS

- Assists in planning, coordinating and implementing of public historic and environmental programs including kayak tours, beach walks, boat tours, summer camps, festivals, guided tours, and special events both on- and off-site for Mound House and Newton Beach Park.
- Responsible for all aspects of kayak tours and beach walks when needed; this includes preparation, leading the tours with the required equipment and the ability to assist the public with various needs during the prep, operation and completion of the tours.
- Create a learning strategy to engage residents, students and visitors that directly relates to the mission of the Mound House Museum and Newton Beach Park.
- Develop programs, presentations, specialty tours, and interactive activities around particular exhibitions or in response to particular themes or annual festivals.
- Effectively reach out to local schools, colleges and teachers to promote the use of the collections and exiting programs in line with various curriculum; create and develop educational resources for visitors, schools, families and special interest groups.
- Deliver presentations, workshops and interpretive activities in partnership with community groups.
- Manage teams of volunteers; assist in the training of volunteers the proper techniques for interpretive programs and how to articulate the program curriculum.
- Facilitate cultural and environmental-inspired activities in the local community in response to requests from schools and community groups or to promote particular exhibitions and or programs.
- Collate, analyze and apply feedback on the educational activities provided.
- Receives and responds to public inquiries about Mound House and Newton Beach Park history and programs, and other area cultural resources.
- Assists with seeking sponsorships and volunteers for the Mound House and Newton Historic Park; represent and promote the museum on external educational bodies in order to establish a network of useful and productive partnerships; work with other museum staff to develop and market the museum and the events program.
- Develops cooperative partnerships with area schools, community organizations, and other environmental institutions for the enhancement and support of Fort Myers Beach Cultural Resources.

- Develops and maintains good working relationships with the general public, coworkers, volunteers, and the program participants.
- Performs other duties of this position or related positions as may become necessary or as directed by the Cultural Resources Director/ Mound House Museum Director.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

### **OTHER JOB FUNCTIONS**

- Aids in general office routine, which includes registration of participants, preparation of reports, answering the phone, dispensing general information to the public and covering ticket sales and assisting in the museum store when needed.
- Identifies and notifies supervisor of problems on the beach, Mound House grounds and of the operational facilities.
- Insures park rules are enforced pertaining to all natural, historical and archaeological facilities and resources and use thereof for the enjoyment of the visitor.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Bachelor's degree in museum studies, archaeology, education, history, environmental science, biology, or a related field.
- Three years of interpreter experience, including education programming in a museum or similar organizational setting.
- Confidence in dealing with the public and addressing groups of people.
- Must be a United States Citizen or eligible to work in the United States.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must have the ability to obtain CPR and First Aid certification upon 60 days of hire; Wilderness First Aid preferred.
- Must have the ability to become a Florida Master Naturalists and Certified Interpretive Guide.
- Must successfully pass a background check, and drug test.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.
- Ability to communicate orally and in writing.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS**

- Knowledge of and interest in local ecology and human-environment issues; Positive attitude and enthusiasm for the job.
- Ability to accomplish work which requires physical stamina.
- Ability to work outside in various weather conditions; Ability to work a flexible schedule including weekends, holidays and some evenings.
- Self-motivation and the ability to work independently.

- Ability to establish and maintain effective working relationships and work cooperatively with volunteers, interns, coworkers, representatives of outside organizations, and all ages of general public.
- Ability to prepare routine administrative paperwork; Ability to analyze and organize data and prepare records and reports.
- Ability to follow verbal and written instructions; Ability to communicate effectively both orally and in writing.
- Knowledge of customer service standards and procedures; Working knowledge of public information and public relations techniques.
- Ability to plan, organize and promote Mound House and Newton Beach Park activities and programs; thorough knowledge of the policies, procedures, rules and regulations governing the educational program area assigned.
- Ability to evaluate the effectiveness of education programs and activities.
- Ability to plan and supervise the work of volunteers and interns.
- Ability to successfully work with and serve a diverse local community and visitors.
- Knowledge of occupational safety rules and practices.
- Assists in the maintenance and cleanliness of grounds and facilities.
- Operates a variety of equipment including golf cart transportation, vans, kayaks, and marine equipment, including acquiring appropriate training to secure valid certificates.
- Maintains the physical ability to assist in transporting kayaks and related equipment, equivalent to 50 pounds singly and 100 pounds jointly.

### **WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS**

- Work environment is outdoors, based from a cultural and environmental learning experience in a park and marine setting.
- Medium physical effort; Requires handling of average-weight objects up to 50 pounds and standing, walking, and paddling and helping visitors get in and out of kayaks in unstable footing conditions. Effort applies to no more than six (6) hours per day.
- Environmental factors may vary, and position will require time spent outdoors at all times of year; Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.
- Will be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling; and is essential to the job.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.

- Task involved the regular, and at times, sustained performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting and/or carrying moderately heavy (20 – 50 pound) items and occasionally, very heavy (100 pounds or over) items; or may involve the complex operation of gasoline powered equipment.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.

*This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment*