

Lead Educator

Summary: The Mississippi Children's Museum (MCM) seeks an enthusiastic, motivated, and organized individual to assist in implementing and managing afterschool programs. This individual helps to oversee the daily operations of all childcare related staff, assists in planning content, and leading activities. This is a part-time position requiring up to 25 hours per week, Monday through Friday, in our Launch Into Learning Afterschool Program. The Lead Educator reports to the Director of Learning Experiences.

Principal Accountabilities:

- Daily interactions with children in group and one and one situations
- Knowledge and practice of lesson planning and thematic program planning.
- Ability to be enthusiastic, responsible, dependable, consistent, level-headed, flexible, and calm in all situations.
- Counsels children and staff in social interactions.
- Contributes to bus riding duty to round trip from MCM to the schools and back.
- Teaches educational lessons appropriate to the need of afterschool care at least three days a week.
- Ability to assist children in establishing good habits of personal character and hygiene.
- Ability to always guard the health and well-being of children.
- Abides by MCM policies and procedures.
- Speaks positively and professionally to parents and museum guests.
- Assists with administrative duties related to programming: one on child interactions for first aid or off schedule needs, communicating with parents and helping with dismissal, contributing to the overall program's accomplishments and goals.
- Works with the museum team as a cooperative person to make MCM as successful as possible.
- Other duties as assigned.

Qualifications and Skills:

- Prior experience working with children in a leadership position.
- Proven ability to help children grow in character, experiences, and insights.
- A college degree is required in an area of pertinent skills.
- Ability to make decisions and adjust plans in real-time.

- Demonstrates integrity, patience, adaptability, a sense of humor, enthusiasm, and a commitment to serve children ages 5 to 10 years of age.
- Successful work experience in a pre-school, elementary school, day care or camp organization.
- Possesses practical knowledge and experience in supervision and managing large groups.
- Enjoys leading activities with educational objectives.
- Desires to make the difference in the life of a child day to day.

Preferred Qualifications

  - Active teaching License
  - First Aid, CPR, or Lifeguarding training

Work Schedule:

- To be established based on the season and need but most typically:
  - School year 1pm to 6 pm
  - Holiday break hours as needed for collaboration and coverage.

