

USS MISSOURI MEMORIAL ASSOCIATION

POSITION DESCRIPTION

Position Title: **Education Manager**

Reports to: **Director of Visitor Operations**

Department: **Education**

Primary responsibilities:

The Education Manager creates, coordinates, evaluates, and maintains educational programs and activities for the organization's school audiences. Trains staff in the presentation of educational programs. He or she will monitor and ensure program quality through evaluation feedback from teachers, students and staff and institute changes as necessary. Specific areas of concentration include but are not limited to: educational group visits, creation of related hands-on activities and programs, lesson plans, and projects for teachers and students on and off-site.

Primary duties:

Provides resourceful and innovative educational instruction to groups of all sizes and ages during:

- On-site school field trip programs
- On-site overnight encampment program
- School outreach programs.

Research program ideas for each segment of the school program audience both guided and self-guided.

Implement and supervise assigned educational programs.

Assist in the developing and administering of assigned budgets.

Organize and maintain materials, inventories supplies, and recommends purchasing of supplies and equipment when needed to ensure preparedness for each session.

Performs a variety of program duties including interpretation and instruction of lessons and activities to students within the schools, via electronic means or onsite.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

Education, Experience and Skill requirements:

- Bachelor's Degree from an accredited 4 year university or college, preferably with a major in Education, Museum Studies or related field.
- Minimum three years of experience working with elementary or secondary students and teachers in a school, museum or other educational setting.
- A sound understanding of current educational, instructional methods, challenges and opportunities.
- Demonstrated success in developing, delivering, maintaining and evaluating creative curriculum.
- Strong writing and oral communication skills.

Physical requirements: Must be able to walk up and down steep stairs between decks inside the ship. 1/3 of the time is spent talking and listening on the phone as well as greeting people coming into the office. Over 2/3 of the time is spent working on the computer, collecting/distributing mail, facsimiles and other tasks that require the use of hands. 1/3 to 2/3 of the time is spent sitting, reaching with hands and arms. Under 1/3 of the time is spent standing, walking, stooping, kneeling, crouching or crawling and if lifting is involved (i.e. mail), the weight would be less than 10 pounds and no more than 25 pounds. Good vision is required for working with a computer and computer monitor, details in paperwork, filing and mailing.

Working Conditions: Position works in a business office on the ship or pier with moderate noise such as phones, computers, and printers. Majority of the work time will be spent indoors with some outdoor time required.

Schedule: 40 hours per week Monday through Friday. Able to work weekends and evenings as needed.