



## ON CALL EDUCATOR Job Description

**JOB TITLE:** On Call Educator

**REPORTS TO:** Programs Director

**OPENING DATE:** March 5, 2025

**HOURS:** Non-exempt Part Time, as needed, not to exceed 10 hours per week

**COMPENSATION:** \$17 per hour, no benefits

### **Background:**

Folsom History is looking for an individual who can support our organization as we ramp up programming in the coming year. The museum currently operates two sites, Folsom History Museum and The Square, an active history-inspired makerspace. We are in the process of adding a third site- a Chinese Heritage Museum. Our goal is to leverage all three sites and associated programming to become a sustainable, thriving family of museums. We are looking for an individual who can help support our programming at all of our sites. The On Call Educator will lead activities and programs, to both school groups and public visitors. This position is on an as needed basis, with no guarantee of regular hours.

### **Responsibilities:**

The On Call Educator will report to the Programs Director and work closely with the rest of the Folsom History Team. Specific responsibilities include:

- Lead school programs and activities while maintaining the highest standards of friendly, helpful, and responsive visitor service
- Follow program outlines as prescribed by Programs Director
- Maintain current knowledge about Folsom History's educational programs, special events, and other visitor related information
- Constantly circulate during programs and respond promptly to visitors' needs
- Assist students by providing pertinent information and asking investigative, thought-provoking questions
- Enforce policies and safety rules at all sites
- Be a strong team player with a proactive attitude
- Consistently work in a positive and cooperative manner with all staff and volunteers
- Collect and provide input regarding visitor experiences in programs
- Other duties as assigned



**Requirements:**

- High school degree or equivalent.
- Must be willing to work a flexible schedule, with varying days of the week and hours fluctuating. This may include mornings, evenings, weekends, and holidays.
- Demonstrated experience working with school-aged children in educational settings
- Excellent communication skills and ability to interact positively with children, adults, and large groups from diverse backgrounds
- Work with groups with varying exposure to and knowledge of the subject. Ability to appropriately adapt content as well as the ability to pace facilitation and make on-the-spot decisions as changes arise.
- Excellent customer service, public speaking, and listening skills.
- Welcomes feedback and coaching; is happy to seek advice from other staff members.
- Must be able to be standing/walking for up to three hours and lift 20 pounds.
- High level of energy, creativity, flexibility, and good humor!

**To Apply:**

Please apply by sending your resume to [info@folsomhistory.org](mailto:info@folsomhistory.org) with On Call Educator in the subject line.