

Fort Worth Museum of Science and History

Job Description: On Call Memory Care Educator

Center: School Services

Reports to: Outreach Manager

Status: Part Time

Hours: Up to 20 hours/week depending on programming needs

Primary Functions and Responsibilities:

The *On Call Memory Care Educator's* role is to support implementation of programs at local memory care facilities and organize materials and resources associated with the program. This person must have excellent organizational skills, strong interpersonal skills, superior communication skills, ability to work well with adults and be an effective problem solver. This person must work well in a team atmosphere.

Essential job functions:

The primary responsibilities of this staff person is to implement the Memory Care programs that are part of the Discovery Lab on Wheels Outreach program at community sites and organize materials and resources associated with the program.

Duties include but are not limited to:

Attend staff meetings and trainings

Manage and organize materials and resources needed for programming

Inventory materials and report replenishment needs

Attending professional development opportunities

Testing of new programming with staff

Refinement of museum programming

Communication with teachers prior to program

Implementation of Memory Care Discovery Lab on Wheels programming including:

 Loading and unloading of materials at Museum and sites

 Transportation to and from sites

 Check in with site upon arrival

 Set up in programming space

 Facilitate participant learning during session

 Interact with facilities' personnel

 Communicate educational connections and websites pertinent to program

 Communicate museum resources

 Complete programming reports

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