



Education Outreach Assistant Volunteer Job Description

Direct Supervisor: School Programs Coordinator

Volunteers are critical to the fulfillment of the Castle's non-profit mission!

Description: The Education Outreach Assistant will provide support and aid to the School Programs Coordinator by assisting in the execution of leading a variety of school-aged programs within the community. The Education Outreach Assistant will facilitate the growth and development of educational opportunities for local students and partnerships with local schools and education programs. The responsibilities of this role further the mission of the Castle by developing collaborative relationships with the community and expanding educational opportunities.

Qualifications:

Education/Experience

- Computer and Internet literacy is required
- Previous teaching or educational experience is highly preferred

Skills/Abilities

- The ability to work well with children of all ages
- Strong communication skills
- The ability to listen and follow directions
- A desire to work with the public and encourage learning
- Comfortable engaging with students and teachers
- Public speaking may be required depending on the event
- Comfort leading school groups on tours and in a variety of activities

Essential Duties and Responsibilities include but are not limited to:

- Aid execution of school programs
 - Support field-trip groups on site
 - Travel to schools to support in-school programs and assemblies
 - Aid in program evaluations for partners
- Aid coordinator in administrative tasks
 - Research and coordinate contracts with school educators and administration
 - Support recordkeeping of all program details and oversee program assessment and evaluation

Training: Volunteer orientation with the Volunteer Coordinator and on-the-job training with the School Programs Coordinator and Director of Education and Partnerships.

Requirements: Travel to schools may be expected.

Volunteer Benefits are awarded based on accrued hourly milestones.

To Apply:

Interested applications should submit an online volunteer application

<https://www.castleintheclouds.org/volunteer/>

For any further information, please email Grace at volunteers@castleintheclouds.org