



Education Outreach Assistant Volunteer Job Description

Direct Supervisor: Education Director

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 are 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
- Comfortably 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 in the 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.