

Discovery Center Leader

Salary

\$31,200.00 - \$37,074.00 Annually

Location

FL 34471, FL

Job Type

Full-Time

Department

Recreation & Parks

Job Number

01934

Closing

Continuous

DESCRIPTION

BENEFITS

QUESTIONS

Description

Summary: Teaches classes, presents lectures, conducts workshops, and participates in other activities to further educational program of the Discovery Center by performing the following duties.

Examples of Duties

Plans course content and method of presentation and prepares outline of material to be covered and submits it for approval.

Selects and assembles materials to be used in teaching assignments such as dissection kits, robotics equipment, etc., and arranges use of audiovisual equipment or other teaching aids.

Conducts classes for children in various scientific, history, or art subjects, utilizing museum displays to augment standard teaching methods and adapting course content and complexity to ages and interests of students.

Teaches adult classes in such subjects as science, biology, astronomy, and engineering. Presents on subjects related to Discovery Center programming and exhibits, often incorporating films or electronic presentations.

Conducts seminars or workshops for school teachers or lay persons to demonstrate methods of using the Discovery Center and exhibits to enhance school programs or to enrich other activities. Conducts workshops or field trips for students or community groups and plans and directs activities associated with projects.

Maintains records of attendance. Evaluates success of programming, basing evaluation on number and enthusiasm of persons participating and recommends retaining or dropping programming in future plans.

Provides a high level of customer service to the public, management, supervisory staff, and other employees in person, by means of memorandums, by telephone, and by regular participation in meetings. Greets visitors to the Discovery Center and provides general information and answers as needed.

Seeks partnerships with community groups, exhibit companies, partners, etc.

Assists with special events for assigned areas and for the department. May provide general custodial duties as needed throughout the day. Performs other duties as assigned.

Minimum Qualifications

Education/Experience:

Associate's degree (A. A.) or equivalent from two-year college or technical school; or one to two years related experience and/or training; or equivalent combination of education and experience.

An elementary teaching certification and/or teaching experience is preferred.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing software and Spreadsheet software. Must be able to operate video and audio equipment

Certificates and Licenses:

Florida Class "E" Driver's License with clean driving record

Current certification in adult, child and infant CPR (or obtained within six months of hire)

Current First Aid certification (or obtained within six months of hire).

Supplemental Information

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.
- Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design details; Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Project Management -Coordinates projects; Communicates changes and progress; Completes projects on time and budget.

- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

- Interpersonal - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

- Team Work - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.

- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

- Change Management - Communicates changes effectively; Builds commitment and overcomes resistance.

- Leadership - Exhibits confidence in self and others; Accepts feedback from others; Displays passion and optimism.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Cost Consciousness - Works within approved budget; Contributes to profits and revenue; Conserves organizational resources.
- Diversity - Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- Strategic Thinking - Analyzes market and competition and Adapts strategy to changing conditions.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; typical hours may vary in order to reach goals; Willingness to work flexible hours; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information to further the City's goals.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status

or position; Accepts responsibility for own actions; Follows through on commitments.

- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Language Ability:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to work with mathematical concepts. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, measurements, and proportions to practical situations

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outdoor weather conditions. The employee is occasionally exposed to outdoor weather conditions including heat, humidity, direct sunlight, etc.; work near moving mechanical parts; work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift up to 25 pounds, occasionally lift and/or move up to 50 pounds, and occasionally move lift/move up to 100 pounds with assistance. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

Agency

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