



Bayside Historical Society
208 Totten Avenue – Fort Totten
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EDUCATION DIRECTOR PART TIME

Bayside Historical Society (BHS) was founded in 1964 to collect, preserve, and disseminate information concerning the history of Bayside and its adjacent communities; advocate for the preservation and protection of its most historic structures and distinctive neighborhoods through the landmarking process; and strive to develop a broad constituency of like-minded preservation and educational organizations to protect the historic integrity of our communities and collections.

Job Description Summary

Under the leadership of the Executive Director, the Education Director will create and deliver educational programs and assist in program development to further the Society's mission and strategic vision.

The Education Director has overall responsibility for all BHS educational programs and services, primarily its on-site program for school field trips. Additional areas can include homeschool days, Scout merit badges, and other education-related events. The position requires an effective communicator who can interact with diverse individuals in a small and large group settings representing Bayside Historical Society to external customers, including school administrators, teachers, students, and parents, in addition to internal customers.

Roles and Responsibilities

- . With the Executive Director and Board of Trustees Education Committee, shares responsibility for curricula and department development/expansion
- . Supervises instructors and volunteers
- . Coordinates scheduling of school/organization visits with BHS educators and volunteers
- . Develops, implements, and updates program policies and procedures
- . Approves purchase of supplies and equipment necessary for the program's operation
- . Serves as liaison between BHS and schools/organizations
- . Calls and chairs meetings with educators, volunteers, ED, Board Education Committee
- . Oversees expansion of participation in the program by generating awareness in the community (i.e. schools, senior centers, scout groups, etc.)
- . Handles communication with community organizations and school districts
- . Prepares departmental projections and other relevant statistics for Education Committee
- . Develops protocols and procedures
- . Seeks and interviews new educators and volunteers as needed

Qualifications

- . Undergraduate degree required. Concentration in education, museum education, or history a plus.
- . Five years teaching experience in an educational setting, preferably with K-12 school aged students.
- . NYS teaching certification a plus. NYS teaching license eligible acceptable.
- . Combination of experience and education will be considered.
- . Excellent communication and interpersonal skills.
- . Ability to evaluate and recommend changes to existing educational programs to achieve maximum potential.
- . Strong creative and visionary abilities to add value to current and future educational programs and curriculum.
- . Basic computer and technology skills preferred.