

**DUNEDIN FINE ART CENTER (DFAC)
DUNEDIN, FLORIDA**

POSITION TITLE:

Education Assistant

GENERAL DESCRIPTION OF DUTIES

The **Education Assistant**, under the direction of the Education Directors is responsible for weekend oversight of the DLM Children’s Art Museum and programs, as well as class and workshop registration for children, teens and adults. This is a part-time, non-exempt position and involves working weekends, weekdays and perhaps some evenings.

SPECIFIC DUTIES AND RESPONSIBILITIES

- **Weekend oversight of the DLM Children’s Art Museum** – Welcoming Patrons, collecting admission, familiarizing patrons with classes, camps, general youth ed. information as requested. Maintaining Hands on Museum (Cleaning, stocking, etc.) Facilitate weekend group tours. Facilitate free “Drop In” art experiences. Assist with Set up & break down for birthday parties. Oversee weekend DLM volunteers.
- **Register Students for Classes & Workshops**- Register children, teens and adults for courses via phone and in person using DFAC’s registration software. Handles course cancellations, student withdrawals, transfers and refunds. Resolves student account issues.
- Attends weekly staff meeting.
- All other duties as assigned.

SPECIAL REQUIREMENTS INCLUDE:

- Basic math skills and problem-solving abilities
- Excellent communications and writing skills
- Good listening skills
- Ability to work independently
- Strong Computer skills, including proficiency with the Microsoft Office suite of programs.

- Knowledge of art methods and mediums is important, as this position will be helping students choose suitable classes.
- Experience in operating a multi-line phone system is helpful.

PERFORMANCE APTITUDES

Human Interaction: Includes the ability to make decisions on procedural and technical levels. Requires the ability to work as a team with staff and constituents.

Equipment, Tools, and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as computer, office software, web-based software, copier, fax machine, and telephone.

Verbal Aptitude: Requires the ability to effectively communicate with a variety of co-workers, volunteers, visitors, members, and vendors.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division, to calculate decimals and percentages; may require the ability to perform mathematical operations with fractions.

Time & Organizational Management: Requires good time management and organizational skills in order to coordinate and manage overlapping content development requirements.

Situational Reasoning: Requires the ability to exercise the judgments, decisiveness and creativity required in situations involving direction, control and planning of content.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in light work involving moving from one area of the building to another, Some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies as well as assisting with set-up for events and rentals.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

PERFORMANCE INDICATIONS

Knowledge of Work: Has thorough knowledge of the methods, procedures of DFAC as they pertain to the performance of essential duties of the Content Developer.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to Communications Director with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and directions when clarification of results or consequences are justified, i.e. poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra-and inter-departmentally.

Relationships with Others: Shares knowledge with co-workers for mutual benefit. Contributes to maintaining high morale. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Organizing: Efficiently organizes own work.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with co-workers, volunteers and constituents.

OTHER

Background Check Required

Background & Finger print check required by Florida State Law, paid for by Dunedin Fine Art Center.

Conflict of Interest and Sexual Harassment Policies

DFAC has the above policies.

DFAC is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.