

# INQUIRY + LEARNING FACILITATORS

## ABOUT THE WYCKOFF HOUSE & ASSOCIATION:



The Wyckoff House & Association comprises the Wyckoff House Museum and Wyckoff Family Association. As the Wyckoff House Museum, we preserve, interpret, and operate New York's oldest building and the surrounding one-and-a-half acres of park and urban farm space. Through innovative educational and farm-based programs, we build cultural and agricultural connections within our community, emphasizing immigration, family, food, and community through history.

### **Position Summary:**

The Wyckoff House Museum and Urban Farm is in search of educators and program facilitators with experience in youth or teen programs to join our Inquiry & Learning staff for the 2024-25 school year and beyond.

Inquiry & Learning facilitators will lead historical and environmental programs, delivering engaging lessons using hands-on activities and inquiry-based techniques for K-12 students, families, and adults. Along with other staff, facilitators will also assist with Saturday open hours, large-scale public program events, site rentals, and tours.

This is a part-time position, with up to 8 hours each week, on a flexible Tuesday-Saturday schedule. Additional opportunities are possible, subject to seasonal availability and audience demand.

Join us for a special opportunity to work in a unique, culturally-specific setting as part of a highly collaborative team environment!

### **Position Responsibilities:**

- Lead inquiry-driven, curriculum-aligned learning programs (pre-K–12th grade, college, adult, & seniors), tours, and hands-on workshops at the museum, outdoors on our urban farm, and at NYC schools.
- Review program and tour information in advance to modify facilitation according to group needs.
- Prepare supplies for program experiences and help maintain organized learning spaces.
- Attend regular department meetings and trainings to further professional growth and development.
- Engage the museum's community by creating a welcoming, inviting, and relevant educational environment.
- Occasionally lead or assist with other Inquiry & Learning Department programs such as family programming, off-site workshops, and summer teen apprenticeship as needed.
- Contribute to the research and development of new programs as needed.

### **Qualifications:**

- Experience with informal learning practices in environments working with K-12 audiences.

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- Work experience equivalent to a 4 year degree in education, environmental studies, history, museum studies, or a related field.
- Group management skills.
- Comfort with technology and fluency in Google Suite.
- Teacher certification and/or knowledge of NYS curriculum standards are welcome but not required.

A successful candidate will:

- Have excellent communication and organizational abilities with an outgoing personality and enthusiastic attitude.
- Be able to make informed decisions quickly and under pressure.
- Approach opportunities to work collaboratively with colleagues and community partners enthusiastically and flexibly, appreciating the wide variety of skills and experiences of all our stakeholders.
- Have the ability to deliver meaningful content, particularly around challenging subjects such as Northern slavery, in order to give voice to historically underrepresented groups of people with clarity and sensitivity.

## Compensation:

Starting at \$22/hour up to 8 hours per week.

## Commitment:

- Inquiry & Learning facilitators can expect to lead up to four 90-minute lessons per week, scheduled with a minimum of 2 hour time commitments.
  - Weekday programs are scheduled Tuesday-Friday between the hours of 10AM-1:30PM through June 2025.
  - Ongoing weekend programs consist of Saturday museum tours, family programs, and occasional large-scale events, scheduled between 11AM-3PM.
- Attendance at regular Inquiry & Learning Department meetings and professional development sessions is expected.
- Facilitators should be available at least three weekdays (Tuesday-Friday) and Saturdays.
- Preference will be given to candidates who have availability on weekends, school vacations, and holidays to lead new and existing program initiatives.

## To Apply:

Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. If you have a passion for our work and believe that you can contribute to the growth of our organization, we encourage you to apply even if you are uncertain whether you meet all of the qualifications listed.

To apply as an Inquiry & Learning Facilitator, please email your resume and letter of interest as a PDF attachment to [jobs@wyckoffmuseum.org](mailto:jobs@wyckoffmuseum.org) with the subject title "WHM Inquiry & Learning".

*Applications will be accepted on a rolling basis with preference given to those received before November 8th.*