

AAEAHP IS HIRING
Sankofa Children's Center Facilitator
Deadline to Apply: October 4, 2024

Please send resume and cover letter to:

AAEAHP
P.O. Box 411091
Dallas, TX 75241

African American Education Archives and History Program
Sankofa Children's Center at the
African American Museum of Dallas

The Sankofa Children's Center will provide a hands-on experience to celebrate famous African American Hall of Fame awardees and other leaders. Children will learn more about many outstanding African Americans while seeing that they too can achieve great things.

Title of Position: Sankofa Children's Center Facilitator

- This individual (s) will be responsible for staffing the Sankofa Children's Center Museum space that provides children with activities to learn about leaders recognized in the African American Educators Hall of Fame. It includes the Sankofa Book Club meetings. The Children's Center is available for 3–8-year-old audiences (and families) from schools, centers and the Dallas County community.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in early childhood education, or related field from an accredited college or university is required. Master's Degree preferred but not required.
- Valid Texas Teacher Certification (EC-6 or EC-3)
- Minimum of five (5) years of teaching young children ages 3-8 or related experience.
- Curriculum development experience, education specialist or administrative experience preferred.

QUALIFICATIONS

- Demonstrated experience in presenting to adult and child audiences in an engaging manner.
- Demonstrated writing skills related to curriculum development.
- Ability to complete specific tasks with minimal supervision based on identified timelines and objectives.
- Ability to coordinate museum experiences with the African American Museum of Dallas in a way that supports the Museum and the AAEAHP Hall of Fame and Sankofa Book Club including managing multiple tasks such as scheduling, communicating and program development with precision.
- Possesses excellent verbal and written communication skills in the areas of curriculum development as required.

- Knowledgeable of African American Hall of Fame recipients, Early Childhood/ State Curriculum and museum education
- Demonstrated working knowledge of Microsoft Office Suite, Google apps, and Zoom.

TASKS

- Staff the Sankofa Museum space for visitors during scheduled hours that coordinate with the African American Museum of Dallas, school district activities such as book clubs, pre-arranged registrations and walk-in visitors. Develop future learning areas and stations to enhance the museum space.
- Work with the Museum staff to coordinate the Children's Center with the Museum's exhibitions and programs
- Prepare the Sankofa Children's Center space for visitor's use with activities to maximize the museum experience for children.
- Organize museum experiences for early childhood audiences and families, support the curriculum and museum exhibits that may include collecting materials, arranging materials, set up and clean up, assisting volunteers and evaluating the activities.
- Manage the materials (consumable and permanent) so that they are organized, appealing and accounted for. Maintain a materials inventory.

REPORTING

- AAEAHP Board of Directors
- Work collaboratively with the African American Museum Curator of Education

PHYSICAL DEMANDS

- Enter data into a computer and operate standard office equipment.
- Lift consumable school supplies, books and artifacts
- Stand and walk when facilitating presentations to visitors.

SALARY

- Will be negotiated based on job tasks.
- This is a contractual hourly part time position. The working schedule will be determined by the Museum schedule and activities. The hours will include daytime and weekends (Tuesday- Saturdays).