



**Position Title: EDUCATOR with the Air Force One Discovery Center
at The Ronald Reagan Presidential Library**

The Air Force One Discovery Center:

The Air Force One Discovery Center is an immersive, educational experience designed to inspire the next generation of student leaders. The Discovery Center allows students to face the responsibilities and challenges faced by the Executive Branch, military, and media in a realistic, interactive environment. The historical scenario centers on the military action taken on the island of Grenada in October of 1983. Students play real life characters who worked under President Reagan or General Vessey. Along with a combination of pre-visit curriculum and post-visit activities, students will practice and improve their critical thinking and decision-making skills in a timed simulation led by the Discovery Center Educators.

Job Duties:

- Running Discovery Center simulation for groups of 5th-12th grade students
- Providing students and teachers with an exceptional field trip experience. This includes their arrival/departure to the museum, Discovery Center experience, lunch, gift shop, museum tour, and other onsite activities. Educators must study museum exhibits and become knowledgeable on the information needed to conduct a thorough tour of the museum.
- Administrative tasks such as phone calls, mailing, filing, inventory, stocking curriculum materials, etc.
- Working as a cohesive team and effectively communicating with all staff and volunteers at the Ronald Reagan Presidential Library; training new staff members and/or interns.
- Curriculum development- Educators develop curriculum utilizing SMART board and iPad technology
- *Additionally* - Reagan Foundation employees are often asked to work during the library's special events (Center for Public Affairs speaker series/Sunset Dinners/Fourth of July/etc.) to support other departments.

Qualifications:

- Bachelors degree required
- California credential is required; no emergency credentials accepted
- Experience teaching 5th- 12th grade students (History background is preferred but not required)
- Proven ability to think strategically and adapt well to change
- Must have experience with and a desire to work with a diverse population of students, teachers, parent chaperones, and volunteer docents
- Physical demands include the frequent walking and use of stairs, as well as long periods of standing

Salary: \$15/hour. Part-time employees earn Paid Time Off (PTO).

Position Type: Part-time. Approx. 30 hours per week during the school year, 15-30 hours per week during the summer months. Occasional evenings & weekends per special events.

The Ronald Reagan Presidential Foundation is an Equal Opportunity Employer.

Job location:

**The Ronald Reagan Presidential Library and Museum
40 Presidential Drive
Simi Valley, CA 93065**

For consideration please send cover letter and resume to:

Alissa Whiteley

Air Force One Discovery Center Manager

awhiteley@reaganfoundation.org