

# SCIENCENTER POSITION DESCRIPTION

## Educator

(2019-03-15)

### TITLE OF SUPERVISOR

Vice President of Education

### MAIN FUNCTION

The Educator has primary responsibility for the delivery of field trip programs and hands-on experiences on the museum floor as well as educational programs for young children (0 – 5 years old) and their families. This individual will engage museum guests through hands-on science activities and demonstrations; work collaboratively with others on special museum projects and assist on grant-funded projects.

### RESPONSIBILITIES

The primary responsibilities include the following:

- **Program Delivery- Field Trip and Museum-floor Programs (70%)**
  - Field Trips Programming: Delivers inquiry-based field trip programs for elementary school students.
  - Museum Floor Programs: Delivers hands-on science activities, presentations and demonstrations for guests.
  - School-aged Programming: Delivers inquiry-based programs for elementary and middle school audiences at the museum and offsite.
  - Early Childhood Programming: Delivers science-process programs for preschool audiences at the museum and offsite.
- **Other: (30%)**
  - Offsite Programming: Leads science programs at local elementary schools both during the school day and at evening events.
  - Adult Programing: Aid with adult programming.
  - Volunteer support: Helps support volunteers as needed.
  - Event Support: Assists with special events and outreach initiatives, as needed.
  - Participates as project team member and collaborates with staff from Education and other departments on special projects.
  - Other duties appropriate to the position, as assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Required**

- Passion for working with children, families and teachers
- Associate degree with strong background in education, early childhood development and science
- Experience delivering hands-on, age-appropriate, interactive programs
- Excellent communication skills (written, oral, timely, appropriate, and computer)
- Collaborative, team oriented with strong customer service skills (colleagues, visitors and customers)
- Self-directed, proactive and comfortable working independently, yet able to take direction from others
- Creative, flexible, resourceful and willing to learn new things
- Able to work, prioritize and focus amid frequent interruptions, on multiple tasks
- Reliable transportation, valid driver's license, and excellent driving record

## **WORKING CONDITIONS**

Non-profit, informal educational organization. Fast-paced environment with many, varied, simultaneous projects. Must work well in both an individual and team setting. Some carrying and lifting of educational materials, tables, and chairs.

## **TIME COMMITMENT**

Full-time (40 hours/week) non-exempt position. Must be available to work weekends. Possible periodic travel to schools and other organizations within ~50-mile radius and further.

## **SALARY AND BENEFITS**

Salary commensurate with experience and qualifications. Full Sciencenter benefits provided.

## **APPLICATION INSTRUCTIONS**

Please send a resume and cover letter in PDF format to: [cFagan@sciencenter.org](mailto:cFagan@sciencenter.org)

## **DEADLINE**

Open until filled.

*The Sciencenter is an Equal Employment Opportunity Employer*