

SCIENCENTER POSITION DESCRIPTION

Facilitator – Educational Programs

Title of Supervisor: Senior Director of Engagement and Learning

Main Functions:

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

Duties and Responsibilities:

Field Trip and Museum-floor Programs for Elementary-Aged Audiences: (35%)

Field Trip Programming: Delivers hands-on science activities, presentations and demonstrations for school audiences.

Early Childhood Program Delivery: (35%)

Early Childhood Programming: Delivers science-process programs for preschool audiences at the museum and offsite.

Educator Professional Development: Assists with the set-up and delivery of teacher professional development for preschool educators, including Head Start.

Parent/Caregiver and Family Programming: Assists with the set-up and delivery of workshops for parents/caregivers and families.

Other: (5%)

Afterschool Programming: Leads afterschool enrichment programs at local elementary schools.

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.

Experience and Skills:

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

Preferred

Bachelor's degree

Experience working with young children and with adults

Experience delivering science-based programs

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.

Scope:

Science center with ~100,000 annual guests

27,000 SF of indoor and outdoor exhibits

No. of educators – 5

Time Commitment:

Part-time (30 hours/week) non-exempt position (generally 6-hour days from 9a to 3p). 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.

Application Instructions:

Please send a resume and cover letter in PDF format to:
mKortenaar@sciencenter.org

Deadline:

Applications are due by August 11, 2017.

The Sciencenter is an Equal Opportunity Employer.