

# THE DA VINCI DISCOVERY CENTER OF SCIENCE AND TECHNOLOGY, INC.

Museum Science Educator Job Description  
FY2018

<b>Job Title</b>	Museum Science Educator
<b>Department</b>	Education
<b>Reports to</b>	Museum Education Manager

<b>Type of position:</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern	<b>Hours: Varies per week</b> <input checked="" type="checkbox"/> Days <input checked="" type="checkbox"/> Weekends <input checked="" type="checkbox"/> Evenings <input checked="" type="checkbox"/> Holidays Hours depend on booked programs.	<b>FLSA Classification:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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Please send resume and letter of interest to [careers@davincisciencecenter.org](mailto:careers@davincisciencecenter.org) by February 28, 2018.

## GENERAL DESCRIPTION

Fun, knowledgeable, and dependable educators who like working with people, learning about and teaching science. Good public speaking, organizational, and customer service skills required. There is no guarantee of minimum hours; however, up to 28 hours a week is a possibility. Schedules are dependent upon Center attendance, special events, booked programs, and personal availability.

## SPECIFIC JOB RESPONSIBILITIES

Deliver extraordinary educational programs including, but not limited to: Summer Camps, Exhibit Floor Education, special events, and Birthday Parties. There may also be opportunities to contribute to other events and programs as per your interest. Continued employment is dependent upon a positive performance appraisal to be completed after 300 hours.

- Learn about the activity or exhibit you will be facilitating and be able to answer questions about the topic (training materials will be provided)
- Set up classroom and teach educational activities
- Maintain control of the classroom and students
- Make safety a priority, especially with chemicals
- Follow the established schedule for the daily events
- Actively engage all guests in learning experiences
- Attend and actively participate in training sessions to understand and implement DSC's inquiry based approach, understand science content, and demonstrate effective presentation techniques
- Incorporate feedback into future lessons
- Clean classrooms after each program (put supplies away, wash goggles, wipe tables, sweep floor if needed)
- Monitor supplies and report shortages
- Facilitate the exhibit floor experience by engaging visitors in activities/discussions related to the exhibits
- Maintain safe and clean conditions for visitors. Address safety issues immediately.
- Other duties as assigned (Participate in promotional outreach events, etc.)

**EDUCATION REQUIREMENTS**

High school graduate or equivalent. College level education preferred, especially experience with education or science courses. Experience working with children required.

**PHYSICAL DEMANDS OF THIS JOB**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of this job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the Museum Science Educator job.

While performing the responsibilities of the Museum Science Educator job, the employee is regularly required to talk and hear. The employee is frequently required to be on their feet for up to five (5) hours at a time; stand; walk; sit; reach with arms and hands; climb or balance; stoop, kneel, crouch or crawl; move or lift up to 50 pounds. The employee is occasionally required to taste and smell; perform repetitive motions; use eye, hand and foot coordination. Vision abilities required by this job include close vision (close vision at 20 inches or less), distance vision (clear vision at 20 feet or more), peripheral vision (ability to observe and area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

**WORK ENVIRONMENT OF THIS JOB**

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the Museum Science Educator may encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions; and required to wear protective lab coat, protective glasses and protective gloves. Employee may be required to use chemicals with Material Safety Data Sheets provided. Employee may be required to use high voltage electricity. Employee may need to use very hot or very cold substances. The noise level in the work environment is usually moderate.

**REQUIREMENTS**

Successful completion of a criminal background check including, but not limited to checks through Pennsylvania State Police, Federal Bureau of Investigation, and Pennsylvania Child Abuse Registry. Successful completion of Child Abuse Recognition and Reporting course for Mandated Reporters is also required. Additional clearances may be required as changing regulations are implemented.

**CONCLUSION**

This job description is intended to convey information essential to understanding the scope of the Science Educator position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. Management reserves the right to revise duties as needed.

Museum Education Manager Approval	CEO / Executive Director Approval
Date	Date
Employee Name (printed)	Employee Acknowledgement (Signature)
Date:	