

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

Outreach Science Educator Job Description
October 2017

Job Title	Outreach Science Educator
Department	Education
Reports to	Outreach Education Manager

Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern	Hours: Varies per week <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.	FLSA Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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Please send resume and letter of interest to 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. Evenings and weekend programs are possibilities. 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. Final assignment to the Outreach Team will require proficiency on the Museum Ed role.

SPECIFIC JOB RESPONSIBILITIES

Deliver extraordinary off-site educational programs including, but not limited to grant-funded programs, school day programs, after school programs, live science shows, science celebrations, and birthday parties across the Lehigh Valley and beyond. There may also be opportunities to contribute to other events and programs at Da Vinci Science Center as per your interest and availability.

- Learn the activity you will be teaching 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 engages all guests in learning experiences
- Attend and actively participate in training sessions to understand and implement the Da Vinci Science Center's inquiry based approach, science content, and effective presentation techniques
- Incorporate feedback into future lessons
- Clean classrooms (related to our activities) after each program
- Must be able to carry totes with materials (up to 50 pounds) from place to place.
- Monitor supplies and report shortages
- Other duties as assigned (deliver exhibit floor education, program development, etc.)
- Participate in educational and promotional outreach events
- Proactively provide guests with information about the Center and its offerings

EDUCATION REQUIREMENTS

High school graduate or equivalent. Some college level education with science courses preferred. 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 Outreach Science Educator job.

While performing the responsibilities of the Outreach Science Educator job, the employee is regularly required to talk and listen. 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 at least 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 Outreach 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 equipment including lab coat, glasses and 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 liquids. The noise level in the work environment is usually moderate.

REQUIREMENTS

Successful completion of a criminal background check including checks through Pennsylvania State Police, Federal Bureau of Investigation, and Pennsylvania Child Abuse Registry. Additional clearances may be required as changing regulations are implemented.

Successful candidates will need a valid Driver’s License and proof of Auto Insurance coverage. It is preferred that candidates have a vehicle that can be used for outreach programs. Employees are reimbursed for travel.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the Part Time 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.

Outreach Education Manager Approval	CEO / Executive Director Approval
Date	Date
Employee Name (Printed)	Employee Name (Signature)
Date	