THE DA VINCI DISCOVERY CENTER OF SCIENCE AND TECHNOLOGY, INC.
Job Description
March 2022

Job Title	STEAM Educator & Program Coordinator
Department	Museum Education
Reports to	STEAM Education Manager

Type of position:		Hours: 20-25 per week		FLSA Classification:
☐ Full-time ☐ Contractor		☒ Days ☒ Weekends		☐ Exempt
☒ **Part-time** ☐ Intern		☒ Evenings ☒ Holidays		☒ Nonexempt

GENERAL DESCRIPTION

The STEAM Educator & Program Coordinator is responsible for bringing science to life and lives to science by creating memorable learning experiences on the exhibit floor and in classrooms for all Da Vinci Science Center guests including public visitors, members and school groups. Specific responsibilities include overseeing the selected public programs, overseeing the day-to-day operation of the exhibit floor as Education Team Leader (ETL), and promoting the success of Museum Education part time staff and volunteers as they bring science to life every day for our visitors.   As ETL the STEAM Educator & Program Coordinator is responsible for the day-to-day operation of the exhibit floor including scheduling of groups, staff, and volunteers, interacting with guests, supervising staff and volunteer activities, and training staff and volunteers to bring science to life. The Coordinator is also responsible for developing hands-on educational programming for volunteers to deliver on the exhibit floor, including but not limited to Inquiry Island activities, exhibit facilitation scripts, and Live Science Shows. The Coordinator also participates in developing and implementing selected special public programming, exhibit facilitation guides, and all other museum education programming.

SPECIFIC JOB RESPONSIBILITIES

Exhibit Floor Responsibilities Include:
- Manage day to day operations and logistics of public and school visits by conducting morning meetings with staff, developing schedules for staff, volunteers, and guests, greeting guests, identifying and meeting customer needs, and ensuring that all customers have a special day.
- Train volunteers and staff on effective presentation of exhibit concepts to the public, demonstrating appropriate level of interaction, inquiry-based pedagogy, exemplary customer service, and positive demeanor.
- Lead teams to develop and implement new public and other educational programs to enhance the visitor experience and bring science to life for guests including developing learning goals, engaging partners, purchasing materials, and other logistical support.
- Train volunteers and other Team Leaders in new education programming such as Inquiry Island, public programs, and cart demos.
- Provide ongoing performance feedback to volunteers and staff in order to continuously improve the guest experience.
- Work with marketing department to promote special programs as necessary.
- Promote exemplary communication by actively participating in Public Programming Committee and/or Operations as well as Education Leadership Team Meetings
- Schedule is flexible as necessary but must develop a consistent schedule to ensure proper coverage of the exhibit floor/public programs with some additional evening and weekend work required as needed.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in related science field, Science Communication, Museum Education, or Education Certification preferred.
- Working with preschool or school age children. Minimum of two years' experience in a similar education environment. Experience working with the public.
- Present engaging programs, creative, effective team member, ability to problem solve independently, proficient in word, excel, and other online productivity tools, knowledgeable about STEAM subjects, excellent written and verbal communication skills, cultural competency, adaptability to unique situations.
- Bilingual in English and Spanish preferred

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 the STEAM Educator & Program Coordinator job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of this job. The employee is occasionally required to be on their feet for seven (7) hours at a time.

While performing the responsibilities of this job, the employee must occasionally move or lift up to and including 10 - 20 pounds. 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), color vision (ability to identify and distinguish colors).

WORK ENVIRONMENT OF THIS JOB

While performing the responsibilities of the STEAM Educator & Program Coordinator job, these work environment characteristics are representative of what may be encountered. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the STEAM Educator & Program Coordinator job. The noise level in the work environment is usually moderate but can be loud during busy times.

REQUIREMENTS

Successful completion of a criminal background check including checks through Pennsylvania State Police and Pennsylvania Child Abuse Registry and FBI fingerprinting checks are required. Other background checks may be required based on current policies and state laws.

In accordance with the Vaccine Mandate Policy of the Da Vinci Discovery Center of Science and Technology, Inc., your employment is contingent upon providing proof of receiving a full course of a Covid-19 vaccination and, to the extent recommended by the FDA, receiving periodic booster shots.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the STEAM Educator & Program Coordinator 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.***

CEO/Executive Director Approval:		Date:	
Director/Manager Approval:		Date:	
Employee Acknowledgement:		Date:	