POSITION TITLE: POD Lead

DIRECT ACCOUNTABILITY: STEM Camp Coordinator

POSITION SUMMARY:
The Museum of Discovery and Science seeks engaging and enthusiastic POD Leads to supervise students (grades K-5) as they engage in their distance-learning schoolwork. Programming takes place in classroom settings, outdoors in our Science Park, and on the museum floor. Candidates must enjoy working with youth ages 5 to 11 and be committed to ongoing learning. Typical daily shift is 7:30 a.m. - 4:00p.m. or 9:30a.m.-6:00 p.m. with 30-minute lunch breaks. POD Leads will be expected to supervise their groups at all times.

QUALIFICATIONS:
Bachelor’s degree or equivalent professional experience required, background in life science, earth science, astronomy, engineering, and/or physical science preferred, demonstrated previous experience teaching and/or working with children; experience in inquiry-based and/or experiential learning settings a plus, experience leading or assisting programming at a science and/or nature camp preferred, comfort with performance and/or public speaking, a flair for public presentation, good customer service and interpersonal skills, strong written and oral communication skills, ability to multi-task and manage time efficiently, creative individual with ability to work independently and as part of a team, enjoy working in a fast-paced environment; be flexible and highly dependable, interest in and/or experience working with diverse audiences, able to navigate the building and grounds under any weather conditions, move program equipment and supplies up to 50 lbs., and work in a highly sensory and stimulating work environment due to constant interaction with guests, pass background checks according to Museum of Discovery and Science guidelines. First Aid, CPR & AED certified preferred.

DUTIES AND RESPONSIBILITIES:
1. Follow all MODS and CDC safety guidelines for COVID prevention and enforce them in the classroom.
2. Supervise and maintain participant safety and discipline in a fun and positive way.
3. Serve as a role model and actively support fostering opportunities for successful interaction between participants, staff, and volunteers.
4. Provide an exceptional experience for participants and their families and be proactive in problem-solving and communicating issues and solutions to participants and parents.
5. Assist students in connectivity and equipment to enable their distance learning school day.
6. Lead and implement creative aftercare (enhancements) programs and activities for campers (grades K-5) on a variety of science topics while encouraging positive self-esteem of campers and positive group dynamics.
7. Set-up and maintain program materials, technical equipment, and supplies.
8. Prepare for and actively participate in all staff training and meetings.
9. Uniform/dress code required.
10. Perform these and all other duties assigned by Programs Managers, the Vice President of Programs, Life Science and Exhibits, and the President/CEO.

COMPETENCIES:
1. Written and Verbal Communication Skills.
2. Excellent customer service skills.
3. Time Management.
4. Ability to work with little or no supervision.
5. Detail oriented and excellent organizational skills.
6. Excellent analytical, critical thinking and problem solving skills.
7. Ability to handle multiple projects simultaneously and independently.
8. Proven self-starter with demonstrated ability to make decisions.
9. Excellent relationship building, interpersonal and leadership skills.
11. Personal Effectiveness/Credibility.
12. Flexibility.
15. Project Management.

SUPERVISORY RESPONSIBILITY:
This position supervises participants during a day-camp-like, or study hall-type program. Responsible for coordination and implementation of the MODS PODS program.

WORK ENVIRONMENT:

This job operates in a fast-paced, non-formal educational museum setting. Must be able to perform the following physical behaviors repetitively throughout a shift: standing, walking, handling, reaching horizontally, grasping firmly, reaching above the shoulder, reaching below the waist, pushing buttons, bending, twisting, stooping, squatting, crouching, kneeling, and pushing. Must be able to lift and carry up to 50 lbs. Position may include indoors and outdoors in extreme temperatures.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time, temporary, seasonal position, 40 hours per week. Days and hours of work will
be Monday through Friday and may vary from 7:30 a.m. to 6:00 p.m. daily. This position will run until BCPS return to regular in-person school day sessions or until otherwise becoming obsolete.

TRAVEL:
No overnight travel is expected for this position. There will be occasional local day travel.

REQUIRED EDUCATION AND EXPERIENCE:
Bachelor’s degree or equivalent professional experience in a Museum or educational setting.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:
Must have class E driver license.