



MUSEUM OF DISCOVERY AND SCIENCE

JOB DESCRIPTION

POSITION TITLE: STEM Teacher – Part Time

DIRECT ACCOUNTABILITY: STEM Center Manager

QUALIFICATIONS: Bachelors degree, teaching and previous customer service experience. Good communication skills and the ability to speak before large audiences. Attention to safety techniques and effectively able to control crowds. Have the ability to work under pressure in constantly changing conditions. Have the ability to stand for long periods of time. Must be available to work holidays, weekends and evenings, and be able to lift 50 pounds.

DUTIES AND RESPONSIBILITIES:

1. Teach STEM classes to all grade levels that fulfill grant requirements.
2. Teach App-titude Internship classes to high achieving high school students that fulfill grant requirements.
3. Teach school programs to grades K-8 including Family Science Nights, outreaches, labs, demonstrations, presentations and theater shows.
4. Assist with Educator Previews.
5. Teach public and youth programs including camps, camp-ins, and birthday parties.
6. Provide excellent customer service to all museum visitors.
7. Interact with Museum visitors on a daily basis by demonstrating the concepts behind the Museum exhibits.
8. Must have a valid driver's license, insurance, and car to deliver outreach programs to schools at various locations.
9. Learn how to handle animals by taking and passing all levels of the animal handling training program (level 1-3).
10. Operate the MaxFlight, Airboat Adventure, 7D Theater and the Mars Rover rides on a daily basis.
11. Greet school and recreation groups throughout the year.
12. 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.
10. Collaboration Skills.
11. Personal Effectiveness/Credibility.
12. Flexibility.
13. Technical Capacity Desired.
14. Stress Management/Composure.
15. Project Management.
16. First Aid, CPR and AED Certification within 90 days of start.

SUPERVISORY RESPONSIBILITY:

This position trains and supervises part time staff and volunteers during events. Responsible for coordination and implementation of fee-based programs.

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 part-time, exempt position, 28 hours per week. Days and hours of work will vary depending on Programs scheduling requirements. Must be available evenings and/or weekends, holidays and overnights.

TRAVEL:

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

REQUIRED EDUCATION AND EXPERIENCE:

College degree with 2 years experience in a Museum or educational setting.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

Must have class E driver license.