



MUSEUM OF DISCOVERY AND SCIENCE

JOB DESCRIPTION

POSITION TITLE: STEM Educator I – Part Time

DIRECT ACCOUNTABILITY: STEM Center Manager

SUMMARY:

The STEM Educator I will implement onsite and offsite programs.

QUALIFICATIONS:

College degree, preferably in STEM, with 1 year of teaching experience in a classroom, museum, camp, or other educational setting. Classroom management and customer service skills. 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, stand for long periods of time, and lift 50 pounds. Must be available to work holidays, weekends, and evenings.

DUTIES AND RESPONSIBILITIES:

1. Teach STEM classes to all grade levels that fulfill grant requirements.
2. Teach school programs to grades Early Childhood, K-12, including outreaches, labs, Makerspace, Family Science Nights, and other educational programs.
3. Set up at events and maintain cleanliness in STEMobiles.
4. Assist with Educator Previews, Donor Walk-throughs, and other education showcases.
5. Assist in teaching activities at community outreaches and events for all ages.
6. Provide excellent customer service to all museum guests.
7. Interact with Museum guests by explaining exhibits.
8. Learn how to handle animals by taking and passing all levels of animal handling. Requires a tetanus shot.
9. Greet school and recreation groups throughout the year.
10. Work closely with other STEM Educators and Management to coordinate and implement programs.
11. Fill in as Camp Counselor as needed.
12. Complete training assigned by Management.
13. First Aid, CPR and AED Certification when offered at MODS.
14. Perform these and all other duties as assigned and qualified.

COMPETENCIES:

1. Written and verbal communication skills.
2. Good relationship building, interpersonal and customer service skills.
3. Time management.

4. Microsoft Office introductory skills.
5. Ability to work with little supervision.
6. Detail oriented and excellent organizational skills.
7. Good problem-solving skills.
8. Ability to handle multiple projects simultaneously.
9. Proven self-starter with demonstrated ability to make decisions.
10. Collaboration Skills.
11. Personal effectiveness/credibility.
12. Flexibility.
13. Technical capacity desired.
14. Stress management/composure.

SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibilities.

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, non-exempt position, up to 30 hours per week. Days and hours of work will vary depending on Education scheduling requirements. Must be available weekends, evenings, holidays, and occasional overnights.

TRAVEL:

There will be daily local travel. Overnight travel may be required.

REQUIRED EDUCATION AND EXPERIENCE:

College degree, preferably in STEM, with 1 year of teaching experience in a classroom, museum, camp, or other educational setting.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

Must have a valid driver license and ability to drive STEMobiles to deliver outreach programs to schools and other organizations at various locations.

SIGNATURES:

This job description has been approved by all levels of management:

STEM Center Manager _____

VP of Education _____

President/CEO _____

HR _____

The Employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____