

**Position Title:** STEM Educator

**Department:** Experience

**Reports to:** Lab Managers

**FLSA Classification:** Non-Exempt

**Type of Position:** Part-Time and Full-Time Positions Available

Full Time: Tuesday thru Saturday 9am-5pm

Part Time: Monday thru Friday 9am-1pm

Part Time: Weekends only Saturday and/or Sunday 9am-5pm



## GENERAL DESCRIPTION

Energetic, dependable individuals who enjoy working with children and their caregivers to inspire them to learn about science, technology, engineering and math (STEM). Good public speaking, organizational, and guest services skills required. This position will include educational and general duties for the daily operations of the Lab, facilitating visitors' experience as they participate in informal STEM learning, and supporting field trips and educational programs both on-site in the Lab and off-site in schools and other locations.

## SPECIFIC JOB RESPONSIBILITIES

Facilitate meaningful and educational experiences for child guests aged 2-15 and their parents or caregivers at the Children's Science Center Lab at Fair Oaks Mall. Support hands-on and exploratory activities throughout the Lab. Educators are expected to:

- Greet visitors in a positive way; respond to questions and needs in a positive and supportive manner;
- Learn about museum programs, activities, exhibits, and display competency in STEM topics demonstrated in activities and exhibits; be able to answer questions about the activity or topic; teach educational activities; participate in science demonstrations (training provided); be an ambassador to the public at all times;
- Set up activities and activity spaces;
- Maintain control of event space and visitors/students;
- Make safety a priority;
- Follow the established menu and schedule for activities;
- Actively engage the audience;
- Help maintain technology equipment;
- Monitor and restock supplies from storage and notify supervisory staff to reorder stock as necessary;
- Facilitate special educational programs and events and birthday parties as needed;
- Participate in formal training including cross-training for guest services;
- Help with basic facility maintenance to ensure a clean and attractive environment;
- Other duties as assigned.

## QUALIFICATIONS AND CHARACTERISTICS

The ideal candidate will possess:

- A creative, imaginative, and innovative spirit coupled with a can do attitude;
- Good leadership, communication, and presentation skills;
- The ability to engage effectively with children, adults, and other staff members;
- Awareness and sensitivity in interacting with diverse populations, including those that are underserved;
- Passion for education and desire to promote STEM education to all populations;
- Flexibility;
- A fun-loving attitude.

## PHYSICAL DEMANDS OF 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:

### Frequently required to:

- Speak and hear;
- Stand upright and/or walk on feet for up to five (5) hours at a time;
- Sit for up to five (5) hours at a time;
- Reach with arms and hands, including to raise arms overhead to move and lift up to thirty-five (35) pounds;
- Climb or balance;
- Stoop, kneel, crouch or crawl;
- Move or lift at least fifty (50) pounds;
- Use hands and digits to manipulate, handle, and feel.

### Occasionally required to:

- 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), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an 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 JOB

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the STEM Educator encounters. 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 may be required to wear a protective lab coat, protective glasses, and/or protective gloves. Employee may be required to use chemicals with Material Safety Data Sheets provided. Employee may need to use very hot or very cold liquids. Employee may be required to utilize light tools and equipment in the performance of duties. The noise level in the work environment is typically moderate to loud.

## REQUIREMENTS

College degree in progress or completed with focus on education, museum studies, or a field of science preferred. For part-time, weekend only opportunities, high school juniors and seniors are welcome to apply. Experience working with children required. Successful completion of a criminal background check. Successful completion of a national background check and drug screening may also be required.

## CONCLUSION

This job description is intended to convey information essential to understanding the scope of the STEM Educator position, and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. The Children's Science Center reserves the right to revise duties as needed.