

THE DA VINCI DISCOVERY CENTER OF SCIENCE AND TECHNOLOGY, INC.

Job Description

September 2022

Job Title	STEAM Educator Intern – Outreach
Department	Outreach Education
Reports to	STEAM Education Manager

<p>Type of position:</p> <p><input type="checkbox"/> Full-time <input type="checkbox"/> Contractor</p> <p><input checked="" type="checkbox"/> Part-time <input checked="" type="checkbox"/> Intern <input checked="" type="checkbox"/> Seasonal</p>	<p>Hours: Varies per week</p> <p><input checked="" type="checkbox"/> Days <input checked="" type="checkbox"/> Weekends</p> <p><input checked="" type="checkbox"/> Evenings <input checked="" type="checkbox"/> Holidays</p> <p>Hours depend on booked programs.</p>	<p>FLSA Classification:</p> <p><input type="checkbox"/> Exempt</p> <p><input checked="" type="checkbox"/> Nonexempt</p>
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GENERAL DESCRIPTION

Da Vinci Science Center STEAM Educators have the most fun with science, technology, engineering, arts and math (STEAM)! The Educator will deliver extraordinary, fun learning experiences integrating STEAM subjects across the Lehigh Valley and beyond. This is accomplished through traveling to programs that take place off-site for students, teachers, families, public visitors, and members. Specific responsibilities include delivering classroom programs, after school programs, science celebrations, community events, and science shows.

The Da Vinci Science Center is seeking fun, creative, knowledgeable, team-oriented, and dependable educators who enjoy working with people, learning about and teaching STEAM. Exemplary public speaking, organizational, and customer service skills are required. Educators will display a commitment to diversity, equity, inclusion and accessibility in all aspects of their work. There is no guarantee of minimum hours; however, up to 28 hours a week are possible. Schedules are dependent upon program assignment (Classroom Programs, Camps, Science Shows, etc.) and personal availability.

SPECIFIC JOB RESPONSIBILITIES

Deliver extraordinary off-site educational programs including, but not limited to school day programs, after school programs, live science shows, science celebrations, and community events across the Lehigh Valley and beyond.

Program Delivery:

- Learn the program you will be teaching and be able to answer questions about the topic (training materials will be provided)
- Drive to and from the site where your program will take place, occasionally using a company vehicle (travel is usually within 25 miles of Da Vinci Science Center, but occasionally travel is between 25 and 150 miles from Da Vinci Science Center). Travel in personal vehicles is reimbursed at the federal IRS mileage rate.
- Arrive at the site on time, with a strict adherence to program punctuality
- Set up classroom and teach educational programs
- Exhibit positive youth development in classroom management strategies that are appropriate to the physical, social, and emotional development of diverse guests
- Make safety a priority, especially with chemicals
- Follow the established schedule for the daily events
- Actively engage all guests in learning experiences
- Represent the science center professionally to school and community contacts
- Incorporate feedback into future lessons
- Clean classrooms after each program (put supplies away, wash goggles, wipe tables, sweep floor if needed)
- Carry totes with materials (up to 50 pounds) from place to place

- Proactively provide guests with information about the Center and its offerings

Program Development and Training:

- Attend and actively participate in training sessions to understand and implement the Da Vinci Science Center's inquiry-based approach, next generation science teaching and learning, and effective presentation techniques
- Collaborate in the creation of STEM content that is aligned to Next Generation Science Standards
- Assist in the development of demonstrations, activities, media, and other program content

Administrative:

- Monitor supplies and report shortages
- Attend team meetings
- Complete administrative tasks (such as reflection forms and inputting data into software)

Other duties as assigned (kit assembly, support programs in the museum, organizational tasks, birthday parties, etc.)

QUALIFICATIONS AND EXPERIENCE

High school graduate or equivalent required. Some college level education preferred, especially experience with education or science, technology, engineering, arts or math courses.

Experience working with children required.

Bilingual in 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 this job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the STEAM Educator job.

This position also requires traveling via a vehicle to off-site locations in a variety of weather conditions, occasionally up to 150 miles away. While performing the responsibilities of the STEAM Educator job, the employee is regularly required to talk and listen. The employee is frequently required to be on their feet for up to seven (7) hours at a time; stand; walk; sit; reach with arms and hands; climb or balance; stoop, kneel, crouch or crawl; move or lift at least 50 pounds.

WORK ENVIRONMENT OF THIS JOB

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the STEAM Educator may encounter. 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 required to wear protective equipment including lab coat, glasses and gloves. Employee may be required to use chemicals with Material Safety Data Sheets provided. Employee may be required to use high voltage electricity. Employee may need to use very hot or very cold liquids. The noise level in the work environment is usually moderate.

REQUIREMENTS

Successful completion of a criminal background check including checks through Pennsylvania State Police, Federal Bureau of Investigation, and Pennsylvania Child Abuse Registry. Additional clearances may be required as changing regulations are implemented.

Successful candidates will need a valid Driver’s License and proof of Auto Insurance coverage. It is preferred that candidates have a reliable vehicle that can be used for outreach programs. Employees are reimbursed for travel.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the Part Time Educator 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.

Chief Administrative Officer/CFO Approval:		Date:	
Director/Manager Approval:		Date:	
Employee Acknowledgement:		Date:	