

Application Instructions for Employment at DaVinci Science Center

- Please apply on DaVinci Science Center website at: <https://www.davincisciencecenter.org/about/careers-andinternships/>
- Email: careers@davincisciencecenter.org



DA VINCI
SCIENCE
CENTER®

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

Job Description
 Summer 2020

Job Title	Seasonal Outreach Science Educator
Department	Education
Reports to	Outreach Education Manager

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

The Da Vinci Science Center is seeking fun, creative, knowledgeable, and dependable educators who enjoy working with people, learning about and teaching science, technology, engineering, arts, and math. Good public speaking, organizational, and customer service skills are required. There is no guarantee of minimum hours; however, up to 40 hours a week is a possibility. Schedules are dependent upon program assignment (Classroom Programs, Camps, Science Shows, etc.) and personal availability. Continued employment as an Outreach Educator can be an option after the summer.

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 birthday parties across the Lehigh Valley and beyond. There may also be opportunities to contribute to other events and programs per your interest or at Da Vinci Science Center (Day Camps, Member Nights, etc.) as per your interest and availability.

- Learn the activity you will be teaching and be able to answer questions about the topic (training materials will be provided)
- Set up classroom and teach educational activities
- Exhibit positive youth development in classroom management strategies
- Make safety a priority, especially with chemicals
- Follow the established schedule for the daily events
- Actively engage all guests in learning experiences
- Attend and actively participate in training sessions to understand and implement the Da Vinci Science Center’s inquiry based approach, science content, and effective presentation techniques
- Incorporate feedback into future lessons
- Clean classrooms after each program (put supplies away, wash goggles, wipe tables, sweep floor if needed)
- Must be able to carry totes with materials (up to 50 pounds) from place to place
- Monitor supplies and report shortages
- Other duties as assigned (deliver exhibit floor education, program development, etc.)

- Participate in educational and promotional outreach events
- Proactively provide guests with information about the Center and its offerings

EDUCATION REQUIREMENTS

High school graduate or equivalent. Some college level education or science courses preferred. Experience working with children required.

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 Outreach Science Educator job.

While performing the responsibilities of the Outreach Science Educator job, the employee is regularly required to talk and listen. The employee is frequently required to be on their feet for up to five (5) 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. The employee is occasionally required to taste and 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), peripheral vision (ability to observe and 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 THIS JOB

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the Outreach Science 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.

Outreach Education Manager Approval	CEO / Executive Director Approval
Date	Date

Job Description – Seasonal Outreach Science Educator

Employee Name (Printed)	Employee Name (Signature)
Date	