

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

Job Description

April 2025

Job Title	Reserved Programs Educator (Seasonal)
Department	Education
Reports to	Manager, STEAM Education—Reserved Programs

Type of position:	Hours:	FLSA Classification:
<input type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Permanent	<input type="checkbox"/> Days <input checked="" type="checkbox"/> Weekends <input checked="" type="checkbox"/> Evenings <input checked="" type="checkbox"/> Holidays	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

GENERAL DESCRIPTION

The Da Vinci Science Center is seeking a creative and passionate educator, scientist, or engineer who loves learning about STEAM (science, technology, engineering, arts, and math), teaching diverse learners, and making a difference in young people’s lives and their community.

The Reserved Programs Educator will be responsible for delivering STEAM education programs, always demonstrating quality and excellence in their own work and setting an example for other team members. The Educator delivers exemplary customer service. The educator will display a commitment to diversity, equity, inclusion, and accessibility in all aspects of their work. Creativity, complex problem solving, initiative, and a productive relationship with team members are key to the educator’s success. The flexible schedule includes some evenings, weekends, and holidays. **This position will not start until after May 15, 2025.**

SPECIFIC JOB RESPONSIBILITIES

- Attend and actively participate in training sessions to deliver STEAM education reserved programs, including day camp programs, summer camp programs, Scout badge day programs and overnight programs (overnight programs do not require sleeping overnight);
- Lead and/or assist with delivering STEAM education reserved programs as scheduled.
- Make safety a priority. Complete safety training and follow safety guidelines. Prepare materials and review lesson plans in advance of STEAM education reserved programs as appropriate;
- Help setting up and resetting education spaces, including re-organizing and storing materials, before and after scheduled programs.
- Demonstrate and work towards mastery of inquiry-based pedagogy, project-based learning, design thinking, science content, and exemplary customer service.
- Exhibit positive youth development in classroom management strategies that are appropriate to the physical, social, and emotional development of diverse guests.
- Gather requested feedback about programs, including reflection forms. Incorporate feedback into future lessons.
- Support the Science Center’s mission and values statement, support the mission to bring science to life and lives to science, and display a commitment to diversity, equity, inclusion, access, and belonging in all aspects of your work.
- Other duties as assigned.

Schedule is flexible to support Science Center programming, but must be available on a consistent basis to ensure proper coverage of educational programs with availability of evening and weekend hours to support scout and overnight programs.

MINIMUM QUALIFICATIONS

- Degree, coursework or equivalent experience in Science, Engineering, Science Communication, Museum Education, Art Education, or Science Education. International diplomas are welcome.
- Minimum of two years’ experience in a similar education environment or experience working with the public and with children of all ages.
- Highly organized and reliable individual.
- Strong interpersonal and communication skills.

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 the Educator job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of this job. The employee is occasionally required to be on their feet for seven (7) hours at a time.

While performing the responsibilities of this job, the employee must occasionally move or lift up to and including 50 pounds. 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).

WORK ENVIRONMENT OF THIS JOB

While performing the responsibilities of the Reserved Programs Educator job, these work environment characteristics are representative of what may be encountered. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the Educator 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 but can be loud during busy times.

REQUIREMENTS

Successful completion of a criminal background check including checks through Pennsylvania State Police and Pennsylvania Child Abuse Registry and FBI fingerprinting checks are required. Other background checks may be required based on current policies and state laws.

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 coordinator 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.**

Director/Manager Approval:

CEO Approval:

Date: April 7, 2025

Date:

Employee Acknowledgement:

Date: