



Position: Education Specialist Educator

Department: Education

Reports to: Education Program Manager

Date last updated: September 20th, 2018

Classification: Non-Exempt, Hourly

Hourly Range:

\$14.50 - \$15.75/ hour

Position Summary:

Calling all lovers of all things science related. Bring your presentation skills and passion for science education to Powerhouse Science Center as a Part time Educator. We are seeking an educator to join us in our mission of conducting informal educational programs in and out of the building. You will be responsible for facilitating the visitors' and group's learning experiences with demonstrations, activities, and workshops experiences. The On-Call Educator is a part-time position with work available as needed throughout the year.

Essential Duties and Responsibilities:

Deliver programming including but not limited to:

- Challenger center school missions
- Planetarium presentations
- Laboratory based programs
- Archaeology school program
- Outreach programs to schools
- Family and public programming
- Archaeology school program

Program reset and maintenance of all associated programming

Organization and upkeep of program materials

The duties and responsibilities outlined above do not comprise a comprehensive list but are intended to provide a representation of the general nature and level of work performed by an employee in this capacity. The Powerhouse Science Center maintains the right to augment or delete duties and responsibilities as business dictates.

Minimum Qualifications:

Interest and understanding of a wide variety of scientific disciplines including Astronomy, Physical and Space Sciences, Biological Sciences, and Engineering.

Experience within the museum or educational fields.

Experience working with the public, school groups and volunteers of all ages.

Excellent written communication, customer service, public speaking, and listening skills.

A Bachelor of Science or Bachelor of Art degree in Science or Education, or current enrollment, or equivalent

At least one year working with children in an educational setting

Work a flexible schedule, which may include evenings, weekends and holidays

A demonstrated passion for making a difference in our community

Working knowledge of Excel and Word software

Experience managing competing priorities and multiple deadlines

Ability to work both independently and with a team

Initiative to establish and maintain effective interpersonal relationships with Powerhouse employees, volunteers, visitors, donors, and community partners

Well-developed organizational skills, time management skills, and attention to detail

Functional Work Characteristics:

Requires sufficient skills to work in a business environment, including organizing, coordinating, exercising daily decision-making, analyzing, and interpreting

Requires effective eye-and-hand coordination and manual dexterity

Requires routine lifting of various materials and equipment to a maximum of 50 pounds

Requires regular standing and walking with regular need to perform physical actions that include sitting, stooping, kneeling, crouching, crawling, reaching, handling materials, pulling, carrying, and pushing

Work Conditions:

Most essential duties are performed in a museum and office environment with exposure to a variety of business equipment and other pertinent materials normally found in this type of work setting.

Museum facilities may expose employee to high noise levels, temperature changes, gas and/or electrical exposure, unpredictable ventilation, dust, and physical obstacles.

Work is normally performed in an area of limited privacy.

Employment Screening and Compliance:

Background check required.

Employee must comply with all organizational policies, especially those involving the safety of fellow workers, volunteers, and customers.

Employee must maintain a current and valid driver's license to perform work duties if position requires activities that require travel by motor vehicle, whether personal or company car.

Powerhouse Science Center IS AN EQUAL OPPORTUNITY EMPLOYER

If you are interested in this position, please send a cover letter and resume to:

Emily Anderson, Education Program Manager, eanderson@powerhousesc.org