



Job title	<i>Educator</i>
Reports to	<i>Education Manager/ Learning Experience Manager</i>
Team	<i>Education</i>
Grade	5

Cleaning Duties and responsibilities

Due to the unprecedented nature of the current pandemic, until further notice, all employees will be expected to disinfect and clean aspects of the workplace as assigned. For the health and safety of our staff and guests, this may include but is not limited to cleaning and disinfecting high-touch surfaces, shared staff spaces, restrooms, and guest areas.

What we want

The Discovery Lab Educator represents fundamental elements of the Discovery Lab mission and facilitates transformative hands-on STEM/Health & Wellness experiences, classes, and workshops for families, school groups and community outreach events. You promote science knowledge, innovation, creativity, and science thinking skills for all the Discovery Lab visitors and staff.

What you'll do

Primary functions:

- Delivers programs to visitors and student groups throughout the building and during outreach engagements. These include but are not limited to:
 - STEAM Center classes for school groups visiting during the school year.
 - Camp Programs in the summer, spring, and winter breaks
 - Outreach offerings to clients throughout the region
 - Impromptu science pop-up experiences on the exhibit floor
 - Intense facilitation in the Workshop, Science Lab and Littles Lab.
- Participates in professional development offerings to teachers, informal educators and museum staff.
- Participates in education events, such as volunteer training and community events.

Secondary functions:

- Performs secondary responsibilities in at least one additional program or exhibit area including the ability to open, close, and facilitate the relevant experiences.
- Maintains a safe and secure environment for guests and staff.
- Maintains integrity and appearance of Discovery Lab's exhibits and public spaces on a daily basis.
- Keeps current in education related to Discovery Lab's exhibits and programs.
- Helps train, coach, and supervise Gallery Assistants and education volunteers.
- Helps develop new program opportunities and staff, volunteer, and programming resource materials, as assigned.
- Helps with general educational and interpretative programming (research, writing, etc.).
- Assumes tasks and responsibilities as assigned by the Education Manager(s).

What you'll need

Knowledge and skills:

- Ability to follow basic instructions.

- Strong customer service skills.
- Professional communication skills, both written and oral.
- Excellent organizational, analytical and problem-solving skills.
- Good attention to detail.
- Excellent coordination and project management skills, including ability to take initiative.
- Working knowledge of Microsoft Word and Excel.
- Ability to represent 21st Century process skills and content in an engaging way with a diverse population of learners.
- Visual, perceptual, cognitive and judgment ability in order to recognize and respond appropriately to safety and security issues
- Understanding of confidentiality and protocol.

Education and work experience:

- Post high school coursework in education, science, or performance art with college course work in science, technology, engineering, art, or math, or equivalent combination of education and experience.
- Working knowledge of 21st Century process skills
- Working knowledge of STEM/STEAM education
- Minimum 2 years delivering educational programming
- Minimum of one year experience teaching in an informal setting (museum, zoo, nature preserve).

Preferences:

- Fluency in a language in addition to English to support Discovery Lab’s mission and objectives.
- Early childhood education experience.
- Experience working with volunteers

How you’ll work

This job is a regular, full-time, non-exempt, hourly position. The typical work schedule for this job is dependent upon staffing needs. Occasional after hours may be required. Moderate to loud noise environment, general office environment, classroom environment.

Physical requirements

20% Sitting, 70% Standing, 10% Lifting/Carrying/Pushing/Pulling no more than 10-30 lbs.

Additional requirements

- Pre-employment and/or pre-duty checks, such as criminal background check, alcohol and drug test, and reference checks
- Valid driver’s license

Direct reports

None

This position description is representative of the major position requirements and is not intended to be all inclusive.

Discovery Lab is an equal opportunity employer and does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or any other basis made unlawful by applicable federal, state, or local laws or regulations.