



# Sci-Tech Discovery Center Job Descriptions

## Education Department

### Job Title: Lead Summer Camp Instructor

**Job Summary:** Summer Camp Lead Instructors work in collaboration with the Education Team to deliver summer camps primarily for grades 1-6 at the museum. The primary duty of the Lead Instructor is to provide an enriching STEAM educational experience to students while teaching the provided curriculum. Other responsibilities include classroom management, collaborating with Teaching Assistants and the Education Department, classroom prep and clean-up, activity preparation, and other duties as assigned.

#### **Essential Duties:**

- Review and implement provided summer camp curriculum
- Manage the student experience in their classroom through engaging facilitation and classroom management
- Utilize teaching assistants and volunteers to help with the classroom experience for students
- Communicate with the Education Department regarding any needs such as supplies, breaks, emergencies, etc.
- Provide a safe environment for students and follow all emergency procedures
- Create a clean and prepared classroom space for students
- Maintain a professional attitude and contribute to the Summer Camp Team

#### **Other Duties If Interested:**

- Facilitate activities and experiments for guests of all ages in public programs including Daily Discoveries, Maker Studio, and monthly special events
- Teach classroom curriculum for grades K-8 school outreach programs
- Collaborate and assist on other programs within the Education Department
- Potential opportunities for off-site camps

**Skills/Qualifications:**

- Experience teaching/facilitating in educational environments for youth (*informal or formal classroom learning*)
- Interest in and knowledge of STEAM (*Science, Technology, Engineering, Art, and Math*)
- Comfortable speaking with and engaging children and adults around educational subjects, whether one-on-one, small group, or large groups
- Knowledge around a broad range of STEAM programming (*or the ability to learn about*), including but not limited to: art, design, biology, chemistry, physics and motion, Earth and space, basic engineering or design, coding, 3D printing, and robotics
- Knowledge of Google Drive, Microsoft Word, Excel, and SharePoint
- Comfortable around computers, machines, tools, crafting, and animals including reptiles and insects
- Ability to be active for long periods of time and the physical dexterity to interact with and demonstrate the use of basic hand tools, tech/robotics, science equipment, etc.
- Bi- or Multi-lingual is a plus (*English required, Hindi/Vietnamese/Spanish preferred*)
- Experience working with SpEd students is a plus

**Key Competencies:**

- Manage tasks with limited oversight consistently
- Positive attitude, collaborative spirit, and reliable
- Adaptable day-to-day and under pressure
- Passionate about education and STEAM
- Effective and professional communicator with students
- Cultural competency and knowledge of IDEA (*Inclusion, Diversity, Equity, and Accessibility*)

**Status:** Seasonal, 35-40 hours/week

**Reports to:** Public Programs Manager and Director of Education

**Work Schedule:** Primarily Monday-Friday, 8:30AM-4:30PM

**Location:** On-Site (*Off-site opportunities may arise*)

**Compensation:** \$17-20/hr, Flexible Schedule

**Other:** Candidates are required to pass a basic background check