

Job Description – Outreach Assistant

Grout Museum District

Supervised by: Science Outreach Coordinator & Internship Coordinator

- I. Position Summary
 - a. Assist the Outreach Coordinator in serving the community by developing and presenting new programs and demonstrations for audiences of diverse ages and learning abilities.
- II. Essential Duties and Responsibilities
 - a. Assist the Outreach Coordinator in providing outreach to libraries, festivals, daycares, schools and communities in Iowa.
 - b. Identify and recruit new outreach services clients.
 - c. Develop and/or renovate educational traveling trunks.
 - d. Develop new demonstrations.
 - e. Keep a log of completed projects and progress to report to the Director of Development for the purpose of preparing final reports to grants.
 - f. Track and report program attendance. Maintain program documentation.
 - g. Assist in coordinating and conducting student classes, tours, and workshops.
 - h. Performs other duties as directed by the Science Outreach Coordinator.
- III. Marginal Duties
 - a. Work Saturdays at the Bluedorn Science Imaginarium, as scheduled by the Outreach Coordinator or Site Manager. (Not frequent)
 - b. Assists staff in other areas of the museum when needed.
- IV. Minimum Requirements
 - a. The minimum formal education of the Outreach Assistant is significant progress toward a bachelor's degree. Background in science and working with youth is preferred, but not required.
 - b. Must have reliable transportation.
 - c. Must be creative and exhibit enthusiasm, initiative and flexibility.
 - d. Must have excellent verbal and written communication skills, including public speaking required.
 - e. Must demonstrate comfort in a team environment, with strong collaboration skills.
 - f. Must be able to lift up to 50 lbs.
 - g. Must have a clean driving record.

- h. Must be comfortable driving a cargo van. Must be comfortable driving with a trailer attached.
- V. Work Environment
- a. Office will be located in the Bluedorn Science Imaginarium.
 - b. Must be able to withstand extreme temperatures as many events take place outdoors (extreme temperatures may also occur indoors).
 - c. Must be able to work under “lively” conditions.
 - d. Must be able to work with live animals, including snakes.
 - e. Must be available some evenings and weekends.
 - f. Must be available to work extended days.

If interested, please submit a cover letter and updated resume to Sloan Alberhasky, Science Outreach Coordinator/Internship Coordinator, at sloan.alberhasky@gmidstrict.org. Any questions regarding this internship opportunity can be directed to Sloan Alberhasky.

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