

Grout Museum District

Job Title: Science Outreach Coordinator

A. SUPERVISED BY: Site Manager Bluedorn Science Imaginarium and Executive Director

B. SUPERVISES: Outreach Assistant(s), Interns and Volunteers

C. POSITION SUMMARY: The Science Outreach Coordinator provides quality hands-on science activities to schools, daycare/preschools, libraries, scout troops, churches, and community festivals and in classrooms. This includes performing science demonstrations, teaching science classes and designing new programs. This employee serves as a resource to the general public and the schools.

D. ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides after school programming to local middle schools and junior high schools. Develops and performs science demonstrations.
2. Designs new science programs for preschool age children, school, age children and the general public.
3. Trains, staff, volunteers and interns as needed.
4. Evaluates existing classes and demonstrations. Makes changes based on school curriculum and/or public interest as needed.
5. Creates and maintains all outreach trunks.
6. Schedules, does follow-up and invoices all outreach programs.
7. Provides information about all programs to Marketing Department as outlined by the Marketing staff.
8. Coordinates all interns for Museum District.
9. Performs other duties as required by Site Manager and Executive Director

E. MARGINAL DUTIES:

1. Attends education committee meetings and retreats.
2. Works with Site Manager to prepare annual budget.
3. Assists staff in other areas as needed.
4. Works weekends and evenings as required.

F. MINIMUM REQUIREMENTS:

1. Education, Experience and Training: The minimum formal education of the Science Outreach Coordinator is a Bachelor's degree with a major in science or elementary education. One to three years of experience with similar or related responsibilities is necessary. The Science Outreach Coordinator must have knowledge or experience with science laboratory safety guidelines and requirements. This position requires a person with outstanding oral and written communication skills who enjoys working with the public. Must have a good driving record. This employee must be able to work within broad objectives as outlined by the Site Manager and the Executive Director.
2. Physical Requirements and Demands: This position requires a person with a high energy level. Must be able to lift or move objects weighing up to 25 pounds.
3. Mental Demands: The position of Science Outreach Coordinator is a very important position with high expectations placed upon the employee. This employee must be a person who pays

attention to details, who can work with a wide range of people, who is able to set priorities and complete tasks within broad objectives as outlined by the Site Manager and Executive Director. Employee must also be cooperative and flexible to respond to changing priorities.

G. WORK ENVIRONMENT: The work environment has excellent lighting, good ventilation and temperature. There are odors when certain programs are conducted or during exhibition construction. When working offsite, the Science Outreach Coordinator will work in all kinds of conditions, including outdoors.

H. EQUIPMENT AND TOOLS: The Science Outreach Coordinator must use normal office equipment, audio-visual equipment, and small hand tools.

Date: June 2016