

Job Title:

Per Diem Museum STEM Educator- Offsite

Organizational Relationship: The Instructor reports directly to the Children's Museum Director and works collaboratively with other Museum staff.

Job Description:

The Instructor is responsible for planning, coordinating, and executing all aspects of an offsite visit. The Museum STEM Educators are responsible for delivering highly engaging, interactive and scientifically accurate programs to Pre-K through Middle School students alongside their teachers, parents and caregivers in a variety of formal and informal community settings. Educators deliver programs within libraries and community centers throughout Northeastern PA.

Essential Functions:

- Travels to schools and other community locations to present outreach programs at their site.
- Teaches STEM programs in out-of-school settings including afterschool, weekends, and summer.
- Engages the general public visiting the museum through both formal programming and informal learning opportunities.
- Maintains, cleans and inventories equipment and supplies.
- Other related duties as assigned.

Program Preparations:

- Check Google Calendar on details of program
- Plan, organize, and gather supplies for each special program.
- Organize supplies in the storage areas designated for the program.
- Prepare and maintain activity supplies in advance for the maximum amount of students.
- Before two weeks before class/party:
 - Instructor must check to see if materials needed are available at the Museum
 - If materials are unavailable at the Museum, the Instructor must provide Assistant Director with a list of materials needed; 2 weeks before the class.

Event Day Responsibilities:

- Arrive 1 hour before the start of the program, set up tables and chairs, and prep activity.
- Greet guest:
- Provide instruction and demonstrations in a friendly, cheerful, and helpful manner.
- Lead children's activities for children in PreK- 5th Grade
- After the program all activity materials cleaned/organized & returned to storage where they came from

Qualifications:

- Must be able to work with students of all abilities
- Must be a dynamic educator who can comfortably present effective, age appropriate and engaging presentations to diverse audiences.
- Delivers educational experiences in a highly entertaining and engaging manner
- Must demonstrate the ability to communicate well with both children and adults in a small and large groups

- Must demonstrate the ability to manage participant behavior and prioritize safety in program settings
- Strong working knowledge of science and engineering processes and concepts and willingness to learn
- Must be a creative, innovative educator with experience developing engaging curricula
- Must have knowledge to design and fabricate STEM demonstration models used to enhance STEM Curriculum during demonstrations
- Candidates should have related work experience in education, science, engineering or technology

Requirements:

- Obtain clearances (Department of Human Services Child Abuse History Clearance and Pennsylvania State Police Request for Criminal Records Check) before employment.
- Completed W-9 before the first day of employment
- Must have a valid driver's license
- Access to a reliable and insured vehicle is require for offsite travel

Interested candidates should send ALL of the following materials for consideration:

Resume, cover letter, and three references. *(No phone calls please)*