



**POSITION TITLE:** Summer Fun Educator

**REPORTS TO:** Public Programs Coordinator, Director of Programs

**EXEMPT OR NON-EXEMPT:** Non-Exempt

**POSITION TYPE:** Part-time, Special

**POSITION OVERVIEW:**

The Educator teaches participatory science camp classes, five consecutive days from 10:00 AM – 12:00 PM. Classes are outlined but educator will be required to accentuate with new activities.

**ESSENTIAL JOB FUNCTIONS:**

- Work with Public Programs Coordinator and CSC staff to ensure quality experiences for campers, utilizing good teaching methods and public relations skills.
- Provide personalized and detailed lesson plans two weeks prior to camp class with materials list.
- Purchase materials as directed by Public Programs Coordinator.
- Maintain supervision of assigned campers, keeping them safe and engaged.
- Supervise CSC teen volunteers while they are assisting with camp classes.
- Represent CSC in a positive and professional manner.
- Distribute program evaluation forms to guardians and handle administrative paperwork as needed.
- Maintain program materials in a neat and organized fashion.
- Offer suggestions and assist with making improvements in Summer Fun programs.
- Other duties as required.

**PHYSICAL REQUIREMENTS:**

Possess the following attributes and abilities to:

- Lift 40lbs to waist level;
- Lift up to 20lbs to shoulders and above head;
- Walk/stand for long periods of time;
- Maneuver safely on uneven surfaces or in tight spaces;
- Squat, bend, kneel, twist, and reach;
- Reach above the shoulders.

**COMPETENCIES & QUALIFICATIONS:**

- Experience working with children in informal and/or formal educational settings.
- Ability to speak and read basic English.
- Excellent customer service and communication skills with staff, other departments, and participants.
- Science background.
- Commitment to inquiry-based learning.
- Ability to work with participants of all ages and backgrounds.
- Great time management skills and be ability to multitask.



- Efficient and well organized in daily activities.
- Commitment to and passion for the mission and values of Catawba Science Center.

**EDUCATIONAL REQUIREMENT:**

- BA or BS Degree in science or education

**NOTE:** All applicants must participate in a drug test and criminal background check as part of the pre-employment process for the Catawba Science Center.

**POSSIBLE START DATE:** May 28, 2024

Salary for FY 2023-2024 and 2024-2025 listed on Rate of Pay form will be \$18 to 22 hourly, working up to a maximum of 13 hours.