



**POSITION TITLE:** Preschool Educator

**REPORTS TO:** Director of Programs

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

**POSITION TYPE:** Part-time

**POSITION OVERVIEW:**

The Preschool Educator teaches participatory science programs, to school classrooms, church groups, and others, primarily offsite from Catawba Science Center.

**ESSENTIAL JOB FUNCTIONS:**

- Work with teachers and CSC staff to ensure quality experiences for preschoolers, utilizing good teaching methods and public relations skills.
- Represent CSC in a positive and professional manner.
- Promote CSC and its various offerings to teachers and students.
- Manage the schedules for assigned centers.
- Distribute program evaluation forms to teachers and handle administrative paperwork as needed.
- Maintain program materials in a neat and organized fashion, including ordering new materials when necessary.
- Offer suggestions and assist with making improvements in existing programs.
- Assist with wider Programs Department activities as needed.
- Other duties as requested.

**PHYSICAL REQUIREMENTS:**

Possess the following attributes and abilities to:

- Lift 25 lbs to waist level;
- Lift up to 15 lbs 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.
- 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

**SALARY:**

- Position starts at \$12.00/hour, with benefits outlined in CSC's Personnel Policy.

**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.

**POTENTIAL START DATE:** August 2024