



**POSITION TITLE:** Educator

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

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

**POSITION TYPE:** Part-time

**POSITION OVERVIEW:**

The Educator teaches participatory science programs, including science nights and assembly presentations, to school groups, homeschool students, and other organizations. Exact work schedule varies week to week but programs are usually Wednesday - Friday, 8:45 AM - 1 PM.

**ESSENTIAL JOB FUNCTIONS:**

- Work with teachers and CSC staff to ensure quality experiences for students, 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.
- Distribute program evaluation forms to teachers and handle administrative paperwork as needed.
- Maintain program materials in a neat and organized fashion.
- Offer suggestions and assist with making improvements in existing programs.
- Teach school and homeschool programs at CSC and Glenn Hilton Park as directed.
- Teach school programs away from CSC, including Science nights and assemblies as directed.
- Assist with school and homeschool program development as needed.
- Develop and instruct professional development workshops as needed.
- 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.

- The flexibility to work weekends and evenings.
- Science background, with initiative to remain current on new discoveries.
- 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