

# Museum of Discovery

## Part Time Educator - With a Girls in STEM Emphasis



**Job Summary:** Have a desire to encourage and inspire young girls through interactive, hands on activities, that exposes girls 12-15 to the potential of STEM careers through an immersive, week-long series of workshops led by female STEM professionals. Our program is intended to foster girl's interest in pursuing a career in science, technology, engineering, arts, and math fields. The girls are provided with enriching conversations, field trips to various educational institutions and businesses, and fun hands on interactive activities. Must be able to relate to and engage a variety of audiences. As a representative of the Museum, premium customer service is required at all times when interacting with guests. We are looking for someone who enjoys sharing their knowledge with people and is eager to grow as a museum employee. The educator should have impeccable verbal and written skills to communicate with the girls, mentors, and museum staff, possess the ability to problem solve in a timely manner, be detailed oriented and extremely organized, and have the ability to develop and lead various STEM activities with the girls.

**Department:** Program Department

**Reports to:** Girls in STEM Director

**Education:** In pursuit of or have obtained a bachelor's degree in education or a STEM related field.

**Experience/Skills:** Interpersonal skills, a high level of initiative, as well as performance and organizational skills.

### **Workplace Values:**

We are looking for applicants who line up with and exemplify our company values:

- Imagination* – We are dedicated to providing an experience that fosters imagination and ignites passion.
- Growth* – We are passionate about training our employees and recognizing the uniqueness of everyone.
- Neighborly* – We strive for positive relationships, where everyone does their part to make them successful.
- Integrity* – We adhere to the highest moral and ethical standards in all that we say and do.
- Teamwork* – We are a diverse but unified team, working together to achieve excellence in all that we do.
- Embracing Change* – We are always open to new ways to improve employee engagement.

### **Special Skills:**

- Portrays an infectious enthusiasm and positive energy with the girls in the program as well as the mentors.
- Has an approachable personality when interacting with the girls, their families, and the STEM mentors.
- Creative mind that seeks new information and knowledge to expand their understanding of the world.
- Charismatic entertainment skills; can carry an audience with confidence; can present a wide variety of content to all ages.

- Be comfortable and knowledgeable with STEM content and activities that pertain to the STEM field.
- Strong written and verbal communication skills.
- Attention to detail.
- Ability to work with a team as well as independently.
- Have defined leadership skills.
- Flexibility with the demands of the daily and weekly program schedule.
- Dependability
- Ability to multitask with the coordination of multiple weeks, multiple activities, multiple mentors, and multiple locations.
- Maintain a positive attitude while interacting with the girls, their families, the mentors, the volunteers, and the museum staff.

**Job Responsibilities:**

- Prepare, lead, and clean up a variety of activities.
- Coordinate/assist with special events, mini-events, special programming, and field trips.
- Provide assistance and be willing to be available to greet the mentors and help with set up and transition times with the girls during breaks and lunch time.
- Willing to be proactive in helping to diffuse a situation or looking ahead to see what the program needs are and being a self-starter.
- General cleaning and tidying duties.
- Some travel is required (see below for details)
- Tracking travel expenses while traveling with the program.
- Additional interaction with the girls throughout the year.
- Other duties as assigned.

**Schedule:** The Girls in STEM program begins, for the girls, at the beginning of June and ends at the end of July. The job will begin, for the educator, in April of 2020. During the month of May, your hours will vary, depending on need. During the actual summer program, you will have a 40+ hour work week. Some travel, outside of the Little Rock area, is required. Our program travels, for a whole week, to Stuttgart, Jonesboro, and Blytheville. Be prepared to work all summer with a few days off for the July 4<sup>th</sup> week. There is also an opportunity to create hours, with the museum, outside of the summer program.

Please send your resume, a cover letter and three references to [sjones@museumofdiscovery.org](mailto:sjones@museumofdiscovery.org) or by mail to: **(no phone calls please)**

Shannon Jones

Museum of Discovery

500 President Clinton Avenue, Suite 150

Little Rock, AR 72201