

DISCOVERY LAB ON WHEELS FACILITATOR

Part-Time Employment

The primary responsibilities of the Discovery Lab on Wheels Facilitator are to implement School Service Outreach programs at school sites and organize materials and resources associated with the program.

Hours: Alternating Monday 9:00-12:00; Scheduled outreach programs during school days (approximately 10-12 hours weekly) Reports to: Outreach Coordinator.

Basic Functions and Responsibilities including but not limited to:

Implementation of Discovery Lab on Wheels programming in school classrooms:

- Loading and unloading of materials at Museum and schools
- Transportation to and from school
- Check in with school office upon arrival
- Set up in classroom or lab
- Facilitate student learning during session
- Interact with classroom teacher
- Communicate educational connections and websites pertinent to program
- Communicate museum resources with teachers and administrators
- Complete programming reports

Other duty requirements:

- Attend bi-weekly staff meetings
- Manage, inventory, organize and report materials and resources needed for programming
- Inventory materials and report replenishment needs
- Attending professional development opportunities
- Testing and attending new program staff development of new programming with staff

Qualifications:

- Excellent organizational skills
- Strong interpersonal skills
- Superior communication skills
- The ability to work well with children and be an effective problem solver

- The ability to work well in a team atmosphere
- Bachelor's degree, with experience in education

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