

Fort Worth Museum of Science and History

Job Description: On Call Discovery Lab on Wheels Facilitator (Dallas, Coppell, Carrollton, Farmers Branch, Irving, Grand Prairie, Cedar Hill)

Center: School Services

Reports to: Outreach Manager

Status: Part Time

Hours: up to 20 hours/week depending on programming needs; Bimonthly staff meetings; Scheduled outreach programs during school days, afterschool programs and some weekend events

Primary Functions and Responsibilities:

The *On Call Discovery Labs on Wheels Facilitator's* role is to support implementation of the Discovery Lab on Wheels outreach program at sites throughout the Dallas/Fort Worth area and organize materials and resources associated with the program. This person must have excellent organizational skills, strong interpersonal skills, superior communication skills, ability to work well with children and be an effective problem solver. This person must work well in a team atmosphere.

Essential job functions:

The primary responsibilities of this staff person is to implement School Services Outreach programs at school sites through the Discovery Lab on wheels program and organize materials and resources associated with the program.

Duties include but are not limited to:

Attending staff meetings and trainings

Manage and organize materials and resources needed for programming

Inventory materials and report replenishment needs

Attending professional development opportunities

Testing of new programming with staff

Refinement of museum programming

Implementation of Discovery Lab on Wheels programming including:

- Loading and unloading of materials at Museum and schools

- Transportation to and from school

- Check in with sites upon arrival

- Set up in program space

- Facilitate student learning during session

- Interact with program leader/teacher

- Communicate educational connections and websites pertinent to program

- Communicate museum resources

- Complete programming reports

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