

# Fort Worth Museum of Science and History

**Job Description:** Science in the Summer Temporary Educator

**Center:** School Services

**Reports to:** Outreach Manager

**Status:** Part Time

**Hours:** Varies based on programing needs

## **Primary Functions and Responsibilities:**

The *Science in the Summer Temporary Educator*'s role is to support implementation of a grant funded community-based science program at sites throughout Fort Worth 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 Science in the Summer program at community sites and organize materials and resources associated with the program.*

## **Duties include but are not limited to:**

Attending weekly staff meetings

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

Communication with teachers prior to program

Implementation of Science in the Summer programming including:

    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

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