



**Last Updated: 11-06-2024**

**Job Title:** Education Coordinator

**FSLA:** Hourly, Non-Exempt

**Hours:** 35 hours per week (\$22-24 dependent on experience)

**Reports To:** Deputy Director

**Mission:** To engage our community in the joyful, active exploration of science and innovation.

### **Job Description:**

SEE Science Center has been engaging visitors of all ages in the pursuit of science discovery for over 30 years through museum hands-on exhibits, school field trips, outreach programs, virtual field trips, summer camps, early learners programs and science demonstrations. Founded by inventor Dean Kamen, SEE is located in 30,000 square feet in the Manchester Millyard and welcomes approximately 45,000 visitors annually.

The primary function of an Educator is to ensure that visitors experience the most current, interactive and entertaining educational programming at SEE by presenting STEM programs in multiple formats (outreach, in-person, demos and on occasion virtual and virtual kit), working with the educational team on new program development, assisting with communications with schools and school bookings and working with our senior staff team on larger Institutional Initiatives. The Coordinator will work with students from 2-14 on a regular basis.

### ***Supervisory Responsibilities:***

- None.

### ***Roles and Responsibilities:***

#### ***Program Delivery*** – 60%

- Present existing program suite maintaining consistent quality and content in multiple formats (Virtual, Virtual Kit, Outreach and In-person).
- Present general floor demonstrations to regular admission Museum visitors.
- Present special programs including, but not limited to Afterschool Programs, special workshops for children, parents and teachers, special event programming, camp and floor activities.



**Program Development and Evaluation – 20%**

- Work to implement the programs yearly plan in conjunction with the Visitor Experience Director.
- Develop new demonstrations for on floor activities.
- Provide feedback and suggestions on the implementation of pilot programs for field trips.
- Work with the Camp Director to develop one new camp program yearly.
- Deliver camp sessions for 4 weeks each year.
- Develop and collect evaluation materials for programming and the visitor experience.

**General Duties: - 20%**

- Help provide coverage for small Visitor Services Team during breaks
  - Answer the telephone and responds to inquiries and schedule programs.
  - Operate point of sale system.
  - Perform basic janitorial duties (sweeping, vacuuming, dusting, etc.).
- Assist with special events and fundraisers.
- During down time assist exhibit and or events team with content research.
- Perform other duties as required.
- Help with program booking.

**Required Qualifications and Skills:**

- Ability to communicate effectively verbally and in writing.
- Ability to work well with the public and harmoniously with others.
- Basic knowledge of (or ability to learn) principles of science.
- Basic knowledge of educational concepts.
- Ability to supervise small groups of volunteer staff.

**Education and Experience:**

- High school degree or GRE required, Bachelor's degree in related field or equivalent job experience preferred.
- Previous experience working with learners (ages 2-14) preferred.
- Previous experience working with children on the spectrum and/or individuals with disabilities a plus.

**Physical Requirements:**

- Prolonged periods of sitting at a desk or working on a computer.
- Must be able to lift up to 15 pounds at times.



- Ability to orate and stand for long periods of time while giving group presentations.
- Must have transportation to drive to outreach programs (reimbursed for mileage and related expenses).

SEE is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.