



Job Title: STEM Education Team Member
Reports To: Executive Director
Start Date: Sept 1, 2023
Compensation: \$18-20/hour
Hours and Term: Non-Exempt, 40 hr/wk

Essential Roles and Responsibilities:

This position is a key member of the Education team with an emphasis on curriculum design, lesson planning, and teaching focusing on science education. This position also oversees Science Fair. Must enjoy working with children. A positive, fun, friendly, and outgoing personality is important.

- A. STEM Outreach
 - i. Developing and delivering curriculum for variable outreach schedules
 - ii. Coordinate Science Fair including event planning, sponsorship coordination, coordination of mentors, some travel to outlying districts
- B. Camp Discovery
 - i. Teaching at least 6 summer camps
 - ii. Serve as camp Rover at least 3 weeks in the summer
- C. Field Trips
 - i. Facilitating Field Trips on an as-needed basis
- D. Gallery
 - i. Staffing the Gallery 1 day per month.

Administrative, Strategic Planning and Partnerships:

- A. Partnerships
 - i. Build collaborative relationships with community businesses and nonprofits
 - ii. Create and maintain partnerships with local and regional educational leaders
- B. Administrative
 - i. Meet regularly with Education Team to develop strategies and report on education programs
 - ii. Work with Executive Director, Deputy Director, and Finance Manager to create, track and manage budget as well as income and expense projections
 - iii. Represent The Powerhouse at appropriate functions during the year
 - iv. Work with Marketing Manager to produce key communication and promotional materials

Additional duties include:

- Covering gallery shifts about once every 3 weeks
- Maintaining a safe environment for students and staff
- Maintaining security of The Powerhouse
- Promoting and maintaining good customer experience
- Ensuring that the workspace remains reasonably clean
- Repairing minor problems and reporting non-minor problems to person responsible for maintenance
- Attend staff meetings (once every 3 weeks)
- Participate in budget process
- Assist with the writing and ongoing evaluation of policies and procedures.
- Other duties, as assigned.

Travel: locally less than 50%

Benefits: paid time off, SIMPLE IRA, program memberships

Other:

Need to be able to pass a background check.

Need clean driving record and reliable transportation.

Email resume and cover letter to teresa@powsci.org