



Job Title: STEM Educator

Reports To: Executive Director

Start Date: Flexible Start as early as March 1st, 2024

Compensation: \$20/hour

Hours and Term: Non-Exempt, 40 hr/wk, Part-time and Full-time options available

Job Summary: The Powerhouse STEM Educator position plays an essential role in providing students, teachers, and families with high-quality, hands-on science experiences. The primary tasks of this position are the development and implementation of field trips, summer camps, and educational outreach programs. Throughout the course of a week, the STEM Educator is responsible for their own programming, assisting with programs developed by other Education staff along with other duties. The STEM Educator must enjoy working with children and have a passion for science. A positive, fun, friendly, and outgoing personality is important.

Ideal Candidate: Formal training in some aspect of science or technology is preferred. The ideal candidate has experience in developing, presenting, and managing informal educational projects and working with a small team of peers. The ideal candidate has a positive, professional, and flexible disposition while working in a nonprofit environment; excellent written and verbal communication skills; and the ability to coordinate and prioritize multiple projects at once.

Education: Bachelor's degree in a STEM (Science, Technology, Engineering, Math) discipline, Education, or related field. Relevant experience may be substituted in place of the education required.

Employment Requirements: Employment is subject to a pre-employment background check and is conditional pending results. Must possess a clean driving record and reliable transportation.

Essential Roles and Responsibilities:

- A. STEM Outreach
 - i. Developing and delivering curriculum for variable outreach programs
 - ii. Coordinating Regional Tournament, may include event planning, team registration and support, working with state and national affiliates, and leading a team of volunteers.
- B. Camp Discovery
 - i. Teaching at least 4 weeks of summer camp

- ii. Coordinating 4 weeks of summer camp on campus or on one of the Powerhouse's satellite sites in Cortez and/or Ignacio.
- C. Field Trips
 - i. Coordinating, scheduling, and facilitating Field Trips throughout the year
 - ii. Developing Field Trips aligned with Next Generation Science Standards and Colorado Department of Education Curriculum Standards.
 - iii. Managing contracts, budgets, and scheduling staff
- D. Gallery
 - i. Staffing the Gallery 1 day per month.

Administrative, Strategic Planning and Partnerships:

- A. Partnerships
 - i. Forge 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:

- 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

Email resume and cover letter to education@powsci.org