

**Position Title:** LATINA SCIGIRLS EDUCATOR  
**Date Posted:** September 12, 2018  
**Department:** Experience  
**Reports to:** Director of Experience  
**FLSA Classification:** Non-Exempt  
**Type of Position:** Part-Time or Seasonal  
**Hours:** 5-10 hours per a week, primarily two weekdays including Fridays, late afternoon and evening



## GENERAL DESCRIPTION

The Latina SciGirls Educator assists the Latina SciGirls team with the preparation and delivery of program-specific content for the Children's Science Center. Latina SciGirls, an 8-week program offered periodically throughout the school year at the Children's Science Lab, showcases science, technology, engineering, and mathematics (STEM) learning in Latinas grades 3-5 through the incorporation of hands-on activities, multi-media tools, and exposure to accomplished Latina STEM mentors. The Latina SciGirls Educator enjoys working with children to inspire them to learn about STEM, as well as assisting with the management of weekly programming by leading adult and youth volunteers in facilitating fun, high-quality, informal learning experiences. The position has opportunity for future growth to include coordination of and assistance with additional duties at the Children's Science Center Lab.

## SPECIFIC JOB RESPONSIBILITIES

Assist in planning and delivery of Latina SciGirls education outreach programming events for Latinas in grades 3-5 during multiple Fall/Winter 8-week sessions, which includes:

- Work closely with Latina SciGirls staff and volunteers to organize events, communicate with school points of contact, and prepare supplies and activities for the program.
- Learn activities and display competency in science topics demonstrated in activities; be able to answer questions about the activity or topic; teach educational activities.
- Translate communications and program materials from English to Spanish.
- Answer and contact participant families in their preferred language(s).
- Help to supervise 8-15 volunteers who support each session.
- Set up activities and event space. Maintaining control over event space and students.
- Make safety a priority.
- Follow the established schedule for events.
- Ensure event space is returned to original condition and that all activities are safely crated and returned to storage.
- Actively engage participants.
- Transport and carry crates with materials (some crates weigh up to 50 pounds).
- Assist with Latina SciGirls program development and assessment.
- Participate in other Center educational and promotional outreach events and support other duties as assigned.

## QUALIFICATIONS AND CHARACTERISTICS

The ideal candidate will possess:

- Spanish fluency (required);
- Energy, enthusiasm, and a passion for education, particularly informal STEM education;
- Good leadership, event management, organizational, and volunteer management skills;
- Strong interpersonal communication, public speaking and customer service skills to engage children and adults;
- Awareness and sensitivity in interacting with diverse populations, including those that are underserved;
- Flexibility, creativity and a fun-loving attitude.

## PHYSICAL DEMANDS OF JOB

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of this job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions:

### Frequently required to:

- Speak and hear;
- Stand upright and/or walk on feet for up to five (5) hours at a time;
- Sit for up to five (5) hours at a time;
- Reach with arms and hands, including to raise arms overhead to move and lift up to thirty-five (35) pounds;
- Climb or balance;
- Stoop, kneel, crouch or crawl;
- Move or lift at least fifty (50) pounds;
- Use hands and digits to manipulate, handle, and feel.

### Occasionally required to:

- Smell;
- Perform repetitive motions;
- Use eye, hand, and foot coordination.

Vision abilities required by this job include close vision (close vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

## WORK ENVIRONMENT OF JOB

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the Latina SciGirls Educator encounters. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee may be required to wear a protective lab coat, protective glasses, and/or protective gloves. Employee may be required to use chemicals with Material Data Sheets provided. Employee may need to use very hot or very cold liquids. Employee may be required to utilize light tools and equipment in the performance of duties. The noise level in the work environment is typically moderate to loud.

## REQUIREMENTS

High school diploma completed and college degree in progress or completed with focus on event management, education, museum studies, or a field of science preferred. Experience working with children required. Spanish fluency required. Successful completion of a criminal background check. Successful completion of a federal background check and drug screening may also be required.

## CONCLUSION

This job description is intended to convey information essential to understanding the scope of the Latina SciGirls Educator position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. The Children's Science Center reserves the right to revise duties as needed.