Arizona Science Center
Job Description

Job Title: Offsite Camps Instructor – Seasonal (June – July)
Department: Learning Division, Programs Department
Reports To: Director of Youth Programs
FLSA Status: Non-Exempt

SUMMARY

The Offsite Camps Instructor ensures implementation of services within the Learning Division at Arizona Science Center to inspire, educate, and engage curious minds through science. They will also advance educational leadership, quality teaching, parent and community support, and student engagement for success in learning. The Offsite Camps instructor will prepare, present, lead, monitor, and facilitate fun, engaging STEM activities, investigations for seasonal camp programs across the valley especially those through our partnership with Stratum Laser Tag. The Offsite camps instructor picks up supplies, drives to school sites, sets up the classroom for activities, cleans up, supervises activities, and communicates with co-workers, parents, and Science Center employees. The Offsite Camps Instructor will participate in other activities to further educational goals of Arizona Science Center.

EQUAL EMPLOYMENT OPPORTUNITY

Arizona Science Center maintains a strong policy of equal employment opportunity for all employees and applicants. We recruit, hire, train, promote, compensate and dismiss employees on the basis of such factors as experience, character, ability and skill, without regard to race, color, religion, sex, sexual orientation, national origin or heritage, age, marital or veteran status, disability, citizenship, or any other status protected by federal, state or local law.

ACCOMMODATIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Prepares, presents, leads, monitors, and facilitates fun, engaging STEM activities, investigations, and demonstrations for offsite camps at community locations.
- Creates a fun, enjoyable, and safe experience for children grades PreK-12 by leading them through demonstrations, activities, experiments, and investigations
- Prepares and leads daily activities using instructional materials, creative ideas, and assigned supplies

- Sets up classroom for activities and cleans up after activities by cleaning tables, floors, counters, and chairs
- Supervises activities and monitors children's behaviors to ensure safety and appropriateness
- Communicates with co-workers, parents, and Arizona Science Center employees
- Performs other duties of a similar nature or level
- Pack, unpack, and sort supplies for programs
- Researches and writes inquiry based activities for camps as needed

SUPERVISORY RESPONSIBILITIES

This position has no managerial or supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of Pre K-12 educational systems.
- Knowledge of Arizona College and Career Ready Standards.
- Knowledge of Next Generation Science Standards Framework.
- Knowledge of technology applications and integration in K-12.
- Knowledge of youth development concepts and strategies.
- Knowledge of student-centered, inquiry-based, experiential learning approaches.
- Knowledge of community organizations.
- Skill in planning and coordinating activities.
- Skill in effective verbal and written communication and reporting.
- Skill in problem solving and decision making.
- Ability to be relied upon to be on time and prepared for programs.
- Ability to work individually and in a team.
- Ability to work with limited supervision.
- Ability to communicate and collaborate effectively with a variety of stakeholders.
- Ability to present effectively with diverse audiences. Ability to manage and engage small and large groups in learning activities. Ability to speak clearly and project voice across a classroom. Ability to engage the audience in higher level thinking through the use of inquiry-based questioning and discussion.

ADDITIONAL QUALIFICATIONS

- Must have a valid Arizona driver's license.
- Must obtain a fingerprint clearance card.
- Must be available to work some evenings and weekends.

- Must obtain a food handler's card.

EDUCATION and/or EXPERIENCE

- Minimum requirement of a bachelor's degree or equivalent; or at least four years related experience and/or training; or equivalent combination of education and experience.
- Experience working in an educational setting with a variety of audiences. Classroom or informal teacher experience is preferred
- Experience engaging people in interactive, hands-on, engaging learning experiences

LANGUAGE SKILLS

Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Ability to read, write and converse in Spanish preferred.

MATHEMATICAL SKILLS

Ability to work with basic mathematical concept such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand. The employee must frequently lift and/or move up to 30 pounds. Occasionally employee must lift up to 65 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

TO APPLY

Please submit resume and cover letter to Human Resources at hr@azscience.org using subject line *Last Name, First Name, Offsite Camps Instructor*. No phone calls please.