

# Rochester Museum & Science Center

## JOB DESCRIPTION

**Job Title:** Merit Badge Instructor

**Department:** Education

**Direct Supervisor/Manager's Title:** Program Supervisor

**FLSA Status:** Non-Exempt

**Grade:** N8

**Full-time/part-time** Part-Time

**Date Prepared/Revised:** 9/28/17

### I. JOB SUMMARY

The Merit Badge Instructor will be responsible for the implementation of lesson plans for Boy Scout Merit Badge Classes. Instructors will be required to be certified as a Merit Badge Counselor through the Boy Scouts of America. The instructor is responsible for teaching the requirements for the Merit Badge of their knowledge area and signing off that each scout has completed the requirements.

The instructor will provide high quality, educational and fun Scout and youth programming that provides a unique RMSC learning experience through inquiry and project based learning that is provided by trained, professional staff in their areas of expertise.

Merit Badge areas of knowledge include: Sustainability; Indian Lore; Nuclear Science; Robotics; Geology; Soil and Water Conservation; Chemistry; Orienteering; Geocaching

### II. DUTIES:

Lead Merit Badge programming including:

- Implementing high quality curriculum, programming and activities that follow requirements for Scout groups.
- Be knowledgeable and up-to-date on your area of expertise.
- Set up and clean-up of classroom.
- Attend trainings

### III. JOB DIMENSIONS

- Provide a safe, fun, friendly and engaging environment that provides an informative experience for Scouts and their families.
- Have flexibility within class and the able to improvise within the requirements.
- Maintain merit badge counselor credentials
- Provide a positive customer service experience.

#### IV. FUNCTIONAL REQUIREMENTS

##### **Technology, Equipment, Tools:**

Ability to use personal computer, tablets, projector, copy machine, printer, calculator.

Ability to use lab equipment such as microscopes, hot plates, measuring tools and chemicals in a safe manner.

##### **Mental Activity:**

*Language skills* – Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with groups of individuals (internal and/or external).

*Mathematical skills* – Ability to count, add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as proportions, percentages and ratios

*Reasoning ability*- Ability to solve practical problems/troubleshoot and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to exercise judgment and make decisions within standard practice. (Cannot change practices or policies. Can make decisions within those practices and policies.)

##### **Physical Activity:**

While performing the duties of this job, the employee is regularly required to walk; stand; bend; climb; to use hands to handle or feel objects, tools or controls; reach with hands and arms; stoop, kneel and crouch. The employee must be able to lift and/or move up to 25 lbs. Employees are regularly required to move bins that contain class supplies, move chairs as well as tables.

##### **Work Environment:**

While performing the duties of this job, the noise level in the work environment is variable.

#### V. QUALIFICATIONS

##### **Education/Experience Requirements:**

Bachelor's Degree or equivalent and 2-3 years of related experience (see below) preferred or an equivalent combination of education and experience.

- Experience teaching in an informal setting such as museum, nature center or camp.
- Experience with school-aged children.
- Experience teaching in a classroom setting.
- Experience with inquiry based teaching methods.

This job description reflects management's assignment of essential functions and does not restrict management's right to assign or reassign duties and responsibilities to this job at any time.