

Rochester Museum & Science Center

JOB DESCRIPTION

Job Title: Overnight Instructor 3
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 Overnight Instructor will be responsible for the implementation of lesson plans for group overnights. The instructor is responsible for keeping the group on schedule, implementing lesson plans and serving food.

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.

II. DUTIES:

Lead overnight programming including:
Coordinate groups and follow the overnight schedule under the direction of the lead instructor.
Implementing high quality curriculum, programming and activities including requirements for Scout groups.
Teach a wide variety of science topics and research topics to ensure that you are knowledgeable in the fields you are teaching.
Set up and clean-up of classroom including food set-up and assistance in serving groups.
Attend trainings

III. JOB DIMENSIONS

Provide a safe, fun, friendly and engaging environment that provides an informative experience for Scouts, groups and their families.

Have flexibility within class and the able to improvise within the requirements.

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.