

Rochester Museum & Science Center JOB DESCRIPTION

Job Title: School Year 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 School Year instructor will be responsible for the implementation of lesson plans for Girl Scouts, Cub Scouts and Boy Scouts as well as public youth and Birthday Party Programs. The instructor is responsible for classroom management with the aid of an assistant.

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 Scout programming including:
<ul style="list-style-type: none"> • Implementing high quality curriculum, programming and activities for Scout groups while following the requirements of the Boy Scouts of America and/or the Girl Scouts of America corporations.
<ul style="list-style-type: none"> • Teach a wide variety of science topics and research topics to ensure that you are knowledgeable in the fields you are teaching.
<ul style="list-style-type: none"> • Set up and clean-up of classroom.
<ul style="list-style-type: none"> • Mentor assistants on how to deliver programming.
<ul style="list-style-type: none"> • Attend trainings
Lead Youth Programming including:
<ul style="list-style-type: none"> • Implement high quality programming and activities for youth classes.
<ul style="list-style-type: none"> • Deliver focused STEM programming for youth aged 6-8 and 9-11.
<ul style="list-style-type: none"> • Set up and clean-up of classroom.
<ul style="list-style-type: none"> • Mentor assistants on how to deliver programming.
<ul style="list-style-type: none"> • Attend trainings.
Lead Birthday Party Programming including:

<ul style="list-style-type: none"> • Implement high quality programming and activities for birthday parties
<ul style="list-style-type: none"> • Set up and clean-up of classroom
<ul style="list-style-type: none"> • Mentor assistants on how to deliver program
<ul style="list-style-type: none"> • Attend trainings

III. JOB DIMENSIONS

<ul style="list-style-type: none"> • Provide a safe, fun, friendly and engaging environment that provides an informative experience for Scouts, youths and their families. • Have flexibility within class and the able to improvise within the requirements. • Provide a positive customer service experience. • Able to travel to Rochester Museum & Science Center as well as Cumming Nature Center in Naples, NY (with mileage reimbursement).
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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.