

STEM Coordinator

Job Description



Availability

- Full Time (will include some Saturdays and after-hours events)

Position Description

The STEM Coordinator will serve as a key member of the Education Department, collaborating with other STEM Educators, to enhance the department by researching, developing and delivering high-quality, energetic and educational demonstrations and activities for audiences of all ages. They will support daily operations of the Exploreum and encourage excellence in science, technology, engineering, and math education (STEM), by demonstrating the excitement of scientific discovery for all visitors.

Position Responsibilities

- Reports to the Director of Education.
- Researches, develops, and implements STEM educational programs that strengthen the vision and mission of the Exploreum.
- Produces field trip, outreach, and community educational classes and programs that correspond with the state of Alabama's educational curriculum.
- Manages, organizes, and performs all educational programs such as outreach, overnights, community events, rentals, etc
- Travels to schools, institutions and any other educational outreaches.
- Writes Academy lesson plans and teaches Academy sessions as assigned.
- Contributes to the grant writing process when appropriate. Organizes and executes grant related activities. Ensures grant requirements are being met. Prepares related grant reports as required.
- Develops and performs hands-on science demonstrations on a daily basis and uses proper safety equipment during all demonstrations and programs.
- Handles chemicals, organs, reptiles and occasionally other small animals, including but not limited to insects.
- Performs hands-on science demonstrations when assigned.
- Maintain supplies and inventory of all assigned education materials and teaching tools.
- Responsible for ensuring that exhibits and activities are properly maintained.
- Engages visitors actively in the gallery exhibits while not in formal demonstrations.
- Greets and assists visitors, promotes Exploreum programs, events and memberships, etc.
- Works with all staff to ensure that guest have an engaging educational experience.
- Uses reasoning to define problems, develop solutions, interpret instructions and evaluate information.
- Assist in the installation and deinstallation of exhibits.
- Attends mandatory monthly staff meetings.
- Perform other duties as assigned.

Qualifications

- Bachelor's degree preferred
- Possesses excellent communication and public interaction skills
- Ability to undertake and complete multiple tasks simultaneously
- Must be enthusiastic, energetic, motivated and maintain a professional attitude and disposition.
- Flexible, adaptable and able to learn quickly.
- Dedicated work ethic and the ability to work as part of a team
- Possess excellent customer service and interpersonal skills
- Must be able to drive the outreach van
- Must be able to lift 40-50lbs