

# Mobile Education Coordinator

## Reports to: Director of Education



### **Overall responsibility**

Assist with program planning, development, implementation and evaluation of Discovery Center's Mobile education and outreach programs.

### **Key areas of responsibility**

- Mobile Education
  - Responsible for planning, implementation and evaluation of Discovery Center mobile education programs to ensure positive impact and outcomes and are innovative, inspiring, and of the highest quality.
    - Work includes STEAM Bus, mobile labs, and promotional community events
    - Programs at DC are all encompassing and include every discipline of science, history, social studies, and art.
  - Facilitate regularly scheduled cleaning, maintenance, tags, logs, and usage on bus and pathfinder
  - Assist Marketing Director in promotion of Mobile Education and outreach programs
  - Train Discovery Center staff on mobile education and outreach programs
  - Manage budget for Mobile Education program
- Education
  - Work as part of the Education team in creating and leading programs
  - Lead stations for field studies, summer camp and daily programs as needed
  - With the other education staff, plan special event days
- Other Duties:
  - Plan, implement, and evaluate youth council program.
  - Hold monthly youth council meetings
  - Track program attendance and report monthly on budget document for Science Alliance
  - Attend monthly all staff meetings
  - Attend Education Department grid and staff meetings
  - Stay up to date with current trends in education and STEAM related subjects
  - Other duties to benefit Discovery Center as assigned by the Director of Education

### **Qualifications:**

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

- Degree in Education, Recreation, Science, Child and Family Studies, or related field.
- Ability to interact effectively, professionally, and courteously with visitors, staff and volunteers.
- Interactive and fast-paced team oriented tasks.
- Ability to relate to persons of all ages, diverse backgrounds, skills and abilities.
- Ability or willingness to learn how to properly operate Discovery Center vehicles including a school bus and pathfinder.
- Must be able to handle multiple tasks.
- Comply with a flexible work schedule.
- This job requires periods of standing, sitting, walking, use of hands and arms, bending, lifting, use of computer and keyboard, listening and speaking in person and on the phone.
- Noise level varies from quiet to loud.
- Temperature varies from hot to cold.