

## WonderLab Museum of Science, Health and Technology

### JOB DESCRIPTION

<b>Position:</b>	Education Outreach Specialist
<b>Purpose:</b>	Join the Education Department Team to expand WonderLab’s educational outreach programs over the next three years. Plan, coordinate, and implement developmentally appropriate STEM learning experiences for groups of children and adults. This position will specifically focus on reaching traditionally underserved communities and working directly with partnership groups to co-develop meaningful programs and activities based on needs and interests. Your efforts will contribute to the proposed outcome of increasing STEM enrichment for underserved populations, fostering positive associations with STEM learning and enhancing science identity among participants. You will embody the WonderLab commitment to building curious and creative problem solvers inspired by the wonder of science.
<b>Reports to:</b>	Education Manager
<b>Status:</b>	Full-Time, (40 hrs per week) grant funded for three years, typical work week includes some Saturdays and Sundays depending on scheduled outreaches (Fair Labor Standards Act category: “non-exempt“)
<b>Start Date:</b>	January 2024
<b>Salary:</b>	\$18.00 per hour
<b>Benefits:</b>	Full WonderLab benefits. Paid holidays and paid leave. Health, vision and dental insurance benefits are available. Staff retirement plan and Sams Club Membership planned for 2024. WonderLab provides life insurance, long-term disability insurance, WonderLab membership at dual or basic family level and a 20% discount in the gift store. Training opportunities may include: Red Cross Certification, Altru Blackbaud data systems and other opportunities through membership in the Association of Science and Technology Centers (ASTC), the Society for Human Resource Management (SHRM) and LinkedIn Learning.

**Key Responsibility Area:** Plan, Coordinate, Schedule, and Implement Outreach Programs

**Specific Duties:**

- Work with the Education Department Team to research, develop, implement, and evaluate new and existing outreach programs.
- Help maintain organization and inventory of outreach materials.

- Prepare and present Interactive Science Shows, Hands-On WonderFests and other activities throughout South-Central Indiana.
  - Coordinate with on-site contacts of scheduled events, assemble materials, travel to destinations using company vehicle, train volunteers on the spot, present programs.
- Keep an accurate record of upcoming and completed outreach events.
- Coordinate with other museum departments as needed to ensure outreach success.

**Key Responsibility Area: Create and Maintain Community Partnerships**

**Specific Duties:**

- Identify potential community organizations that may benefit from WonderLab outreach programming.
- Make connections with above community organizations and maintain those relationships to foster community partnerships throughout south-central Indiana.
- Become the contact person for new community partners formed through the grant.
- Recommend new outreach programs and opportunities based on these partnerships.

**Key Responsibility Area: Work with Outreach Interns**

**Specific Duties:**

- Recruit, train and support two outreach interns per semester.
- Work as a team to deliver scheduled outreach programs, design new programs and delegate tasks.

**Key Responsibility Area: Other**

**Specific Duties:**

- Support grant reporting for outreach programs.
- One museum gallery floor shift per week, as scheduled.
- Support delivery of Science Labs and Demos in the museum when needed.
- Comply with all administrative policies and procedures described in the employee handbook.
- Attend staff meetings and trainings, including emergency training procedures.
- Support WonderLab's DEIA focused initiatives.
- Other duties as assigned.

**Relationships:**

- Internal - Maintain close communication with Education Managers, Education Director, Museum Experience team members; Volunteer Coordinator, and Marketing Director as needed.
- External - Maintain positive working relationships with museum visitors, museum volunteers, community partners, and outreach clients.

**Qualifications:**

- Four-year college degree with strong academic background in science required, or equivalent experience.
- Experience working with children and families.
- Experience and confidence in public speaking.
- Experience developing and leading educational programs.

- Excellent oral and written communication skills.
- Excellent organizational skills with attention to detail and accuracy.
- Collaborative and team-oriented with a self-directed and professional attitude.
- Willing to be a good public representative of WonderLab.
- Excellent judgment and decision-making skills.
- Strong problem-solving skills.
- Candidates who have demonstrated a commitment to working with diverse populations especially should apply.
- Proven ability to work independently in a fast-paced, team-oriented environment and meet deadlines.
- Physical ability and willingness to drive a vehicle to and from events, function independently at outreach programs, lift 30 pounds, and stand for up to 3 hours at a time with infrequent breaks.
- Red Cross certification in CPR and First Aid, or willingness to become certified.
- Current driver's license and good driving record.
- Proof of eligibility to work in the US.
- Contact information for two professional references.
- Two professional reference letters from supervisors or work colleagues.

Applicants should submit the WonderLab Job Application Form (available at the museum website [www.wonderlab.org/about-wonderlab/job-oppotunities](http://www.wonderlab.org/about-wonderlab/job-oppotunities)). The application must also include a cover letter, a resume, and two reference letters sent directly to the contact below.

WonderLab Museum of Science, Health and Technology  
 Attn: Jessica McKinney  
 P.O. Box 996  
 Bloomington, IN 47402

**Questions?** Contact Jessica McKinney at [museumeducator@wonderlab.org](mailto:museumeducator@wonderlab.org) or 812-337-1337 ext 218.

Applicants must be able to show proof of eligibility to work in the United States. Position is open until filled. All employees are subject to a criminal background check. WonderLab galleries, offices and grounds are smoke-free environments.

Can't check off every requirement listed above? Please apply anyway! WonderLab is dedicated to building an inclusive team with a wide variety of experiences and skill sets. You may be just the right candidate for this role or another one of our openings.

*WonderLab strives to provide a welcoming educational space and is founded on values of inclusion and access. WonderLab is committed to creating a diverse museum environment and is proud to be an equal opportunity employer that considers diverse skill sets and experiences among applicants. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation, gender identity, number of dependents, or any other legally protected status. WonderLab strives to make reasonable accommodations for people with disabilities, upon request.*

Job Description Last Updated: 04/23/2024