



Learning Facilitator: Classes & Labs Volunteer Position Description

SUMMARY:

Present, or assist a KSC educator in presenting, hands on lab experiences for school groups of up to 30 students per lab through interpretive instruction, support, and leadership. May also assist with student orientation as groups arrive; assist in classroom set up and takedown and clean and replenish lab consumables as needed.

KEY RESPONSIBILITIES:

- Assist the KSC educator in facilitating interactive classes and labs and/or lead an interactive class or lab as experience and skill dictate
- Demonstrate to the students through positive behavior modeling how the classroom activities are to be performed
- Answer questions and offer help to students requiring assistance with their activity
- Assist with classroom set up and take down; inventory consumables and replenish as needed
- Alert KSC staff to any classroom asset that needs attention- malfunction, dirty, damage
- Be knowledgeable about the Kentucky Science Center

QUALIFICATIONS:

- Experience, knowledge and/or interest in science or related field; love of learning
- Prior experience facilitating some type of class or workshop in a learning setting, particularly with elementary and middle-school age children.
- Excellent communication skills; ability to understand and explain relatively complex concepts to students
- Can demonstrate proficiency with basic classroom and/or laboratory materials and equipment
- Organized, dependable and responsible; able to work with limited direct supervision
- Ability to follow verbal and written instructions
- Must pass a background check

TIME COMMITMENT:

Lunchroom Hosts are asked for a minimum service commitment of six months with 8 or more hours of service per month. Available hours are between 9am and 2pm Monday – Friday. Class and Lab Learning Facilitators should be able to commit to shifts 3-4 weeks at a time.

TRAINING:

All volunteers participate in the New Volunteer Orientation. Class and Lab Learning Facilitators also receive on-the-job training from Visitor Education and Experience Team based on individual projects within the department. Volunteers will also have the opportunity to participate in customer service and emergency procedures trainings as well as a behind the scenes tour of the Science Center.

WORKING CONDITIONS:

- Must be able comfortable standing or walking for extended periods
- Must be able to work in a moderate to noisy work environment
- Must be able to communicate verbally with visitors and staff
- Reasonable accommodation may be made to those who can perform essential duties of this job

The Kentucky Science Center reserves the right to revise this Position Description, as it deems necessary.