



Learning Facilitator: Offsite Programs

Volunteer Position Description

SUMMARY:

Supplement and enhance the KSC offsite experience for students, families and other audiences in and around Jefferson County through interpretive dialog, instruction, small format activities and positive behavior modeling. Assist in the set up and take down of portable activities, props, tables and banners as needed to ensure the offsite experience is always 'show ready' and showcases the Kentucky Science Center in the best possible light

KEY RESPONSIBILITIES:

- Engage children and/or parents, school students and other offsite audiences in science festivals, expos, in-class activities, community events and other offsite programs where the KSC is being showcased
- Assist in activity and/or booth set up and take down: props, activities, banners, signage
- Demonstrate through positive behavior modeling to participants how to engage the activities
- Perform small format demonstrations such as tabletop activities as skill level dictates
- Be knowledgeable about the Kentucky Science Center

QUALIFICATIONS:

- Experience, knowledge and/or interest in science
- Prior experience working with both small and large groups; presentation skills a plus
- Organized, dependable and responsible; able to work with limited direct supervision
- Ability to follow verbal and written instructions
- Must be able to provide own transportation to the offsite location
- Excellent communication skills
- Must pass a background check

TIME COMMITMENT:

Offsite Program Learning Facilitators are asked for a minimum service commitment of six months with 8 or more hours of service per month. Offsite programs are booked on an as needed basis so dates and times will vary; will be able to provide at least 2 weeks' notice for pending programs. Time commitment varies: some programs last 2 hours, some community events are day-long. Weekday, weekend and some evening hours are available; schedule is flexible.

TRAINING:

All volunteers participate in the New Volunteer Orientation. 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
- 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.