



# Learning Facilitator: Workshop Program Volunteer Position Description

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## **SUMMARY:**

Present, or assist a KSC educator in presenting hands on school break camps and/or weekend birthday parties to children ages 5-14 through interpretive instruction, support, and leadership. May also assist with participant check in and check out; assist in classroom set up and takedown and clean and replenish activity supplies as needed.

**VOLUNTEER ASSIGNMENTS INCLUDE:** Birthday Part Host, Camp Volunteer, CYOSA Volunteer

## **KEY RESPONSIBILITIES:**

- Assist the KSC educator in facilitating interactive camps or parties
- Demonstrate to the participants through positive behavior modeling how the activities are to be performed
- Answer questions and offer help to children requiring assistance with their activity
- Assist with classroom set up and take down; inventory consumables and replenish as needed
- Assist in party or camp check in and check out
- 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; presentation skills a plus
- Can demonstrate proficiency with basic classroom materials and equipment
- Organized, dependable and responsible; able to work with limited direct supervision
- Excellent communication skills; Ability to follow verbal and written instructions
- Must pass a background check

## **TIME COMMITMENT:**

Learning Facilitators are asked for a minimum service commitment of six months with 8 or more hours of service per month. Birthday Party shifts are only available on the weekends between 10am and 6pm. School's Out Science Camps are available during the week during JCPS school breaks including summer break.

## **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.*