

KENTUCKY SCIENCE CENTER

POSITION DESCRIPTION

TITLE: Offsite Programs Specialist

REPORTS TO: Coordinator of Offsite Programs

SUMMARY:

This part-time position is responsible for overseeing the development and implementation of offsite program offerings. He/She will be expected to perform in a variety of settings that includes camps, assemblies, outreaches, and afterschool programs, mobile van based programs, demonstrations and science expos/ festivals. This includes but is not limited to day-to-day organization of: staff/volunteer training, logistics, registration, supply purchase, set-up and/clean-up, and program supervision. This position will also have the opportunity for professional development through participation on cross-functional planning teams to help develop, evaluate, and present new experiences to a variety of offsite audiences.

RESPONSIBILITIES:

- With the Coordinator of Offsite Programs, organize logistics and implementation of offsite programs including but not limited to offsite camps, demos, outreaches and offsite enrichment programs.
- Take an active role in program and special event planning teams as needed.
- Work alongside Visitor Services sales office to ensure programs are entered and closed in ticketing system.
- Train entry-level educators; lead training sessions as assigned; assist in program evaluation.
- With Coordinator of Offsite Programs, develop pre, post and on site assessment tools for programs.
- Serve as offsite camp lead during offsite camp season. This may include multiple days and/or overnight stays out of town throughout the state.
- Will be required to travel distances across the multi-state area.
- Works with support staff to schedule educators, and volunteers to work in offsite programs.
- Required to maintain offsite program supplies, travel documents and supply records for the month, and reports them out monthly to Education Managers.
- Provides input for development and evaluation of new programs and procedures.
- Performs other duties as assigned by the Offsite Coordinator.

POSITION QUALIFICATIONS:

- BA or BS degree in science, education, liberal arts, or recreation or at least 3 years commensurate experience.
- Satisfactory part-time or full-time work record in youth programs, camps, volunteer or other related program.
- Excellent communication and public interaction skills.
- Enthusiastic and flexible attitude.
- Experience with program organization and collaboration with part-time and or volunteer

- staff.
- Travel is an essential function.
 - Ability to stand/walk for long periods of time with or without accommodation.
 - Able to lift up to 50 pounds and perform the physical duties such as lifting, reaching, pulling/pushing with or without accommodation
 - Must be able to work evenings/weekends including overnight stays.

KNOWLEDGE REQUIRED BY THE POSITION:

- Ability to work comfortably with the public of all ages and backgrounds.
- Ability to learn quickly, adapt to changing situations and react calmly under pressure.
- Understanding of basic educational practices and basic scientific principles.
- Ability to motivate and inspire others, especially children of all ages.
- Ability to work comfortably with science equipment, multimedia/instructional technology and safety procedures during training and in workshops or demonstrations.
- Ability to speak clearly and present ideas effectively.

CLASSIFICATION:

Range 1

Non-Exempt

Regular Part Time

Reasonable accommodation may be made to those who are able to perform the essential duties of this job.

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