



Enrichment Technician Job Description

Organizational Overview

The Citizen Science Lab (TCSL) is a non-profit hands-on laboratory where inquisitive minds and science enthusiasts can explore the life sciences. We are open to everyone to observe and analyze through discovery-based STEM enrichment. TCSL serves the Pittsburgh region with extracurricular enrichment support via homeschool and weekend workshops, after school programs, summer camps, lab memberships, birthday parties, special initiatives to advance the interest of the underserved communities in STEM.

Type: Part Time

Pay: \$14 an hour

FLSA: Non-Exempt

Essential Functions:

- Facilitate science and STEM themed education programming in school and out-of-school-time settings;
- Practicing hands-on experiential learning techniques in a laboratory environment
- Assist in facilitating grant based initiatives
- Attend trade shows and other outreach events at schools, universities, clubs, and civic groups; conducting informational presentations/experiments on behalf of the organization.
- Keep inventory of program supplies;
- Attend all required TCSL trainings and lab meetings;
- Contributes to team effort by accomplishing related results as needed;
- Perform other duties as assigned
- Position will likely require some weekend and evening work.

Required Knowledge, Skills, and Abilities:

- Ability to foster positive youth-adult relationships
- Ability to work weekends and evenings
- Reliable when working independently and collaboratively
- Experience serving diverse groups of students, teachers, and community stakeholders
- Ability to obtain current PA Act 33/34 Clearances and FBI Fingerprint Background Check
- Adaptable to flexible work hours and environment with evolving program priorities
- Valid PA driver's license and reliable access to a car is strongly preferred
- Outgoing personality
- Ability to problem solve
- Work independently and in groups
- Takes initiative
- Flexibility
- Creativity

Education and Experience:

- Relevant experience in youth enrichment and/or STEM education including informal settings such as after school programs or summer camps
- Currently enrolled or completed study in an institute of higher learning in one or more of the following fields



THE CITIZEN SCIENCE LAB

- o Biology
- o Chemistry
- o Robotics
- o Engineering (Electrical, Mechanical)
- o Biotechnology
- o Fabrication (3D printing, CAD design)
- o Drone Technology
- o Physics
- o Environmental Sustainability

Certification / Licenses:

- Lifeguarding certification is a plus (for those involved with our SeaPerch program, which involves aquatic unmanned rovers). The Citizen Science Lab may be able to pay for certification or recertification while employed.
- CPR / First Aid certification is a plus. The Citizen Science Lab may be able to pay for certification or recertification while employed.

Position Reports to:

Site Manager

Physical / Mental Characteristics

- Ability to lift 5-40 lbs, stand, carry, climb, sit for long periods using accepted ergonomic principles, work in confined space etc.
- Ability to perform fine motor skills
- Ability to use a computer for entering or retrieving data
- Excellent hand-eye coordination

NOTE: The above description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

The Citizen Science Lab provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. The CSL expressly prohibits any form of unlawful



employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.