



## Technology Instructor 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. The TCSL is open to everyone to observe and analyze through discovery-based STEM enrichment. The Citizen Science Lab 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.

### POSITION OVERVIEW:

The Instructor position covers a wide range of duties, mainly focusing on facilitation and support of various STEM lessons. These programs include as-requested programs such as school workshops, after school workshops and birthday parties, and recurring programs such as grant-funded initiatives and school partnerships. TCSL focuses on experiential learning and inquiry based education, with the goal of students taking charge of their learning, and being the ones “doing”, not just observing.

The Instructor will be one of the core instructional staff for all of our science and technology programs. They will also work with our grant funded Community Pipeline Programs. These are grant funded programs that last throughout the academic year, taking place after school. This staff member will be responsible for direct instruction, purchasing, working with volunteers or part time staff, and the overall coordination of this programming. This position will require either knowledge of, or the ability to learn, technological equipment such as 3D printers, aerial drones, microscopes, thermal cyclers and other common laboratory equipment. You will be trained on equipment as necessary.

**Position Reports to:** Technology Instructor

**Type:** Full Time

**Schedule:** Monday-Friday 11am-7pm, may require periodic weekends.

**FLSA:** Exempt

**Pay (salaried position):** \$45,000

### ESSENTIAL FUNCTIONS:

**Facilitation of general STEM programming**



## **THE CITIZEN SCIENCE LAB**

- Facilitate science-themed programming in school and out-of-school-time settings, most of which will occur in an out of school time or after school environment.
- Develop curriculum and curricular resources for programming, such as Keynote presentations and protocol sheets.
- Instruct the participants in an enthusiastic, welcoming, hands-on learning environment
- Foster curiosity during instruction by encouraging questions and seeking those answers
- Inventory, preparation and clean up of programmatic materials
- Manage program evaluations, including the development, implementation, and analysis of pre- and post-surveys
- Keep inventory of program supplies and price/submit order requests as needed;
- Attend all required TCSL trainings and lab meetings;
- Contribute to team effort by accomplishing related results as needed;

### **Program Coordination**

- Coordinate part time employees and volunteers during program instruction
- Schedule student bus pick up and drop off, or help transport students in our van
- Distribute and collect required paperwork needed for travel, events, participation, etc.
- Create itinerary for annual initiative travel, if applicable
- Register students for competitions
- Monitor attendance of students during initiatives
- Works all required events, such as chaperoning annual SeaPerch Trip and Annual Fundraiser

### **Facilitation of grant-funded initiatives**

- Facilitate curriculum for programs
- Help recruit students for the initiatives
- Foster relationships with neighborhood schools and parents
- Maintain communication with parents to inform them of any schedule changes, and upcoming events
- Create the annual schedules for initiatives
- Assist in troubleshooting when teaching the curriculum
- Assess student learning and evaluate the program success to monitor program effectiveness
- Performs all other duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to foster positive youth-adult relationships
- Ability to learn quickly
- Reliable when working independently and collaboratively



## THE CITIZEN SCIENCE LAB

- Experience serving diverse groups of students, teachers, and community stakeholders
- Ability to obtain current PA Act 33/34 Clearances and FBI Fingerprint Background Check
- Clean driving record
- Adaptable to flexible work hours and environment with evolving program priorities
- Knowledge of microbiology, engineering, and physics principles is a plus
- Valid PA driver's license and reliable access to a car
- Cultural competency and experience working with a diverse audience
- Excellent customer service skills
- Work independently and in groups
- Ability to drive 15 passenger van in Pittsburgh region, or willingness to learn

### EDUCATION AND EXPERIENCE:

- Bachelors' degree in Biology, Chemistry, Biotechnology, Biochemistry, Microbiology, or any STEM related field.
- Experience in STEM Education or youth mentorship is preferred
- Experience in nonprofits and informal or non-traditional education settings is preferred

### CERTIFICATION / LICENSES:

- Valid PA Driver's License

### PHYSICAL / MENTAL CHARACTERISTICS

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

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NOTE: The above description is not intended to be all-inclusive. Employees 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.*

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