

## **MID-HUDSON DISCOVERY MUSEUM**

### **Position Announcement STEM Educator Assistant**

**Posting date: March 9, 2023**

The Mid-Hudson Discovery Museum (MHDM) is seeking a part-time Science, Technology Engineering and Math (STEM) Educator Assistant to work with the Museum's Director of STEM Engagement. This individual will possess an outgoing, upbeat, entertaining personality, have a strong understanding of the sciences, and be available to work Saturday –Tuesday.

NOTE: This position is part-time, 18-24 hours/week. Weekend and holiday availability is required, and occasional evening availability is required.

Bilingual (English/Spanish) applicants are especially encouraged to apply.

***The Mid-Hudson Discovery Museum is an Equal Opportunity Employer  
with a passionate commitment to diversity, equity, and inclusion.***

## **Application Instructions for the Position of STEM Educator Assistant**

We welcome your application for the position of STEM Educator Assistant at the Mid-Hudson Discovery Museum of Poughkeepsie, NY.

We will consider applicants seeking part-time (18-24 hours/week) employment. This position does not include Mid-Hudson Discovery Museum benefits.

**TO APPLY:** Include the following four items with your application:

- Cover letter
- Resume
- 1 page bullet-list summary that explains how your previous experience supports each of the duties and responsibilities listed in the position description
- List of 3-4 references. Please provide the affiliation, appropriate phone numbers, mailing address, and email address for each reference. References will only be contacted upon your approval of a release to do so. *(Do not send letters of reference.)*

**Please e-mail your application as a Word or pdf file to [jobs@mhdm.org](mailto:jobs@mhdm.org).**

Please do not send your application embedded in the text of an email message. Applications will be accepted until the position is filled. We will only contact applicants that most closely fit position requirements.

Thank you for your interest in the Mid-Hudson Discovery Museum. We look forward to reviewing your application!

## **MID-HUDSON DISCOVERY MUSEUM POSITION DESCRIPTION**

### **Title: STEM Educator Assistant**

**REPORTS TO:** Director of STEM Engagement

#### **MAIN FUNCTIONS:**

- Work collaboratively with Museum staff
- Learn and implement Museum activities and programs for families with children ages 2-12+
- Enthusiastically deliver educational interactive floor STEM based programs and workshops
- Energetically assist in facilitating onsite field trips and workshops
- Demonstrate science-based demonstrations in an engaging manner for general Museum audiences, field trips and birthday parties

#### **EXPERIENCE AND SKILLS**

##### **Required:**

- Enthusiastic about the MHDM mission
- Passionate about working with families and children
- Excellent judgment and decision-making skills
- Self-directed, proactive and comfortable working independently, yet able to take direction from others; able to take feedback and make adjustments as necessary
- Able to work, prioritize and focus on multiple projects amid frequent interruptions
- Available to work Saturday, Sunday, Monday and Tuesday

##### **Strongly Preferred:**

- Experience in PreK-5 education
- Demonstrate an appreciation for science and math
- Educator experience at a children's museum or similar setting
- Experience delivering programs to all age audiences including special needs children
- Bilingual (English-Spanish) or fluency in Spanish

#### **WORKING CONDITIONS:**

- Fast-paced Museum environment that requires working with the public on the Museum floor, behind-the-scenes in prep rooms, and in an office
- Must work well in both an individual and collaborative team setting
- Carrying and lifting of educational materials, tables, and chairs is required

- Reliable personal transportation, valid driver's license, and excellent driving record

**TIME COMMITMENT:**

This position is part-time, 18-24 hours/week. Weekend and holiday availability is required, and occasional evening availability is required.

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