

Afterschool Enrichment Outreach Associate



Department: Programs
Reports to: Programs and Education Manager or Sponsored Programs Manager
FLSA Status: Part-time, Non-exempt
Benefits Eligibility: No Benefits

Position Summary:

This part-time, hourly, non-exempt position is responsible for the delivery of Sci-Port's afterschool enrichment outreach programs. These programs include hands-on activities and/or exhibits that are delivered to area students. The Outreach Associate will work with the Programs and Education Manager or Sponsored Programs Manager (depending on the program) in organizing, preparing and delivering the programs and/or exhibits various audiences. This position is during the school year only, however other summer opportunities may be available with camps, center exhibit floor, etc.

Essential Functions/Duties:

- Deliver high quality and energetic programming and demonstrations to students of varying grade or age levels
- Must be able to lift about 30 pounds
- Consistently deliver the optimum experience in each program
- Assist Programs and Education Manager in program preparation and planning
- Assist in promoting outreach programs and exhibits to a wide range of audiences - schools, libraries, festivals, etc.
- Must be able to work a flexible schedule which could include occasional evenings

Other Requirements:

- Travel – requires travel to Shreveport-Bossier region
- Valid State Driver's License
- Provide a copy of their current driving record

Non-Essential Functions:

- Other duties as required. These could be onsite assistance with revenue and non-revenue programming

Education/Training:

- Strong proven knowledge and experience in science and scientific fields
- Science, education, related field or equivalent work experience required

Experience/Skills:

- Excellent communication skills
- Experience delivering public programming and public speaking
- Ability to work with a variety of different people, to work well under time constraints, and in stressful conditions, with excellent time management skills
- Must be flexible
- Proficient computer skills including MS Word and Excel

Supervision/Contacts:

- Receives direct supervision from the Outreach Manager who reports to the Programs and Education Manager or Sponsored Programs Manager (depending on the program)
- Frequent contact with Center employees and management
- Frequent contact with visitors and schools

Environment:

- Employee is subject to inside and occasional outside environmental conditions. Protection from weather conditions but not necessarily from temperature changes when inside

Tools and Equipment Used:

- Personal computer, fax machine, telephone, computer printers, calculator, copier, pens, pencils, reference books, hand tools, safety equipment including glasses and gloves, and automobiles

Work Situations:

- *Communication* - The ability to relate to people in situations involving more than giving and receiving instructions.
- *Direction, Control and Planning* - Adaptable to accepting responsibility for the direction, control, or planning of an activity. The employee may be in a position to negotiate, organize, direct, formulate practices, or make final decisions.
- *Feelings or Ideas* - Adaptable to situations involving the interpretation of feelings or ideas in terms of personal viewpoint. The employee may be called upon to use creativity, self-expression, or imagination.
- *Influencing* - Adaptable to influencing people in their opinions, attitudes, or judgments. The employee may be in a position to motivate, convince, or negotiate.
- *Measurable or Verifiable Criteria* - Adaptable to making generalizations, judgments, or decisions based on measurable or verifiable criteria. The employee may make evaluations on the basis of data.
- *Performing Under Stress* - Adaptable to situations requiring the precise attainment of set limits, tolerances, or standards. The employee may need to be precise, thorough, exacting, or meticulous in regard to material worked; or in activities such as numerical determinations, record preparation, or inspecting.
- *Repetitive, Continuous* - Adaptable to performing repetitive work, or to continuously performing the same work, according to set procedures, sequence, or pace. The employee may perform work that is inherently of a repetitive nature.
- *Sensory or Judgmental Criteria* - Adaptable to making generalizations, judgments, or decisions based on sensory or judgmental criteria. The employee may rely on one or more of the five physical senses, or rely on knowledge gained by experience to make evaluations.
- *Set Limits, Tolerances, or Standards* - Adaptable to performing under stress when confronted with emergency, critical, unusual, and/or dangerous situations; or in situations in which working speed and sustained attention are make or break aspects of the job.
- *Variety and Change* – Adaptable to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure. Several duties in a job that require significant differences in technologies, techniques, procedures, working conditions, physical demands, and/or situations constitute this factor.

Physical Demands:

- *Heavy Work* - Exerting up to 20 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects.
- *Balancing* - Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery, or moving surfaces.
- *Carrying* - Supporting the weight of an object with hands and arms and moving from one place to another.
- *Climbing* - Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms.
- *Crouching* - Bending the body downward and forward by bending legs and spine.
- *Fingering* - Picking, pinching, or otherwise working with fingers.
- *Eye-Hand-Foot Coordination* - The ability to coordinate hand and/or foot motions with visual stimuli in order to engage in or perform physical activities, such as typing, operating vehicles or mechanical equipment, etc.
- *Handling* - Seizing, holding, grasping, turning, or otherwise working with fingers and/or hands.
- *Hearing* - Perceiving the nature, intent or meaning of sounds.
- *Kneeling* - Bending legs at the knee to come to a rest on knee or knees.

- *Lifting* - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
 - *Pulling* - Exerting a force so as to move an object toward the individual.
 - *Pushing* - Using upper extremities to press against something with steady force in order to move forward, downward, or outward.
 - *Reaching* - Extending hand(s) and arm(s) in any direction, especially upward in placing or retrieving objects.
 - *Sitting* - To rest the body upright supported by the buttocks and thighs.
 - *Standing* - To be upright supported by the buttocks and thighs.
 - *Talking* - Expressing or exchanging ideas by means of the spoken word.
 - *Walking* - Moving about on foot to accomplish tasks.
 - *Seeing* - The important aspects of vision are:
 - (a) Clarity of vision at 20 inches or less.
 - (b) Clarity of vision at 20 feet or more.
 - (c) The ability to judge distance and space relationships.
 - (d) The ability to identify and distinguish colors.
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I certify that I have reviewed and understand all of the requirements of performing this job and that I am capable of meeting each and every requirement, with or without reasonable accommodation. I understand that the essential and/or non-essential functions and the associated abilities, requirements and conditions outlined above describe the general nature and level of the work performed. I understand that they are not intended to and in no way represent an exhaustive listing of all tasks involved in performing the job. I understand that business necessity may dictate changes in the position requirements at any time. I understand that even though I may be able to perform the job, there are other requirements I must meet before being offered the job. I understand that I must perform all essential and non-essential functions in a manner that is not hazardous to myself or to others. I also understand that any employment relationship with this company is of an "at-will" nature, which means that if employed I will be free to resign at any time, and that the Company may terminate my employment at any time, with or without prior notice.

Signature

Date