



Last Updated: 09-13-2022

Job Title: Education Coordinator
FSLA: Hourly, Non-Exempt
Hours: 35 hours per week
Reports To: Visitor Experience Director

Mission: To engage our community in the joyful, active exploration of science and innovation.

Job Description:

SEE Science Center has been engaging visitors of all ages in the pursuit of science discovery for over 30 years through museum hands-on exhibits, school field trips, outreach programs, virtual field trips, summer camps, early learners programs and science demonstrations. Founded by inventor Dean Kamen, SEE is located in 30,000 square feet in the Manchester Millyard and welcomes approximately 45,000 visitors annually.

The primary function of the Education Coordinator is to ensure that visitors experience the most current, interactive and entertaining educational programming at SEE by presenting STEM programs in multiple formats (outreach, in-person, virtual, virtual kit and demos), working with the educational team on new program development, assisting with communications with schools and school bookings and working with our senior staff team on larger Institutional Initiatives. The Coordinator has traditionally taken lead on the development of programs for our youngest audience of Early Learners ages 2-6.

Supervisory Responsibilities:

- None.

Roles and Responsibilities:

Program Delivery – 60%

- Present existing program suite maintaining consistent quality and content in multiple formats (Virtual, Virtual Kit, Outreach and In-person).
- Present general floor demonstrations to regular admission Museum visitors.
- Present special programs including, but not limited to Afterschool Programs, special workshops for children, parents and teachers, special event programming, camp and floor activities.



Program Development and Evaluation – 20%

- Work to create and deliver one new Early Learner activity/craft per week for weekly sessions.
- Work to implement the programs yearly plan in conjunction with the Visitor Experience Director.
- Provide feedback and suggestions on the implementation of pilot programs for field trips.
- Work with the Camp Director to develop one new camp program yearly.
- Deliver camp sessions for 4 weeks each year.
- Develop and collect evaluation materials for programming and the visitor experience.

General Duties: - 20%

- Help provide coverage for small Visitor Services Team during breaks
 - Answer the telephone and responds to inquiries and schedule programs.
 - Operate point of sale system.
 - Perform basic janitorial duties (sweeping, vacuuming, dusting, etc.).
- Assist with special events and fundraisers.
- During down time assist exhibit team with content research for exhibits.
- Perform other duties as required.

Required Qualifications and Skills:

- Ability to communicate effectively verbally and in writing.
- Ability to work well with the public and harmoniously with others.
- Basic knowledge of (or ability to learn) principles of science.
- Basic knowledge of educational concepts.
- Ability to supervise small groups of volunteer staff.

Education and Experience:

- High school degree or GRE required, Bachelor's degree in related field or equivalent job experience preferred.
- Previous experience working with early learners (ages 2-6) preferred.
- Previous experience working with children on the spectrum and/or individuals with disabilities a plus.

Physical Requirements:

- Prolonged periods of sitting at a desk or working on a computer.



- Must be able to lift up to 15 pounds at times.
- Ability to orate and stand for long periods of time while giving group presentations.
- Must have transportation to drive to outreach programs (reimbursed for mileage and related expenses).

SEE is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.