

## **Job Title: Education Coordinator and STEM Educator**

Location: Lancaster, PA, with travel within 50 miles

Full-time salaried position. \$50,000-\$55,000 Includes PTO, Sick Day, paid holidays, SIMPLE IRA with employer match, and additional healthcare stipend.



### **Summary**

The Education Coordinator coordinates all aspects of the Lancaster Science Factory's outreach programs, field trip workshops, and other education programs as needed, supporting the Education Manager. This includes planning, development, operations, parent engagement and communication, staff support, training, marketing, and enrollment. The Education Coordinator ensures a high-quality, fun customer and staff experience and leads the day-to-day operation of specific programs. The Coordinator ensures that LSF's STEM programs are accessible to all.

This role will also serve as a STEM Educator. The STEM Educator is responsible for the delivery of high-quality STEM education classes, workshops, and camps offered by the Lancaster Science Factory, all of which inspire curiosity and learning in STEM disciplines among Pre-K through 8th grade students. The STEM Educator will also innovate and develop new curriculum as part of an education team. This position will be responsible for representing the Lancaster Science Factory both in our classrooms and in a variety of settings, including but not limited to schools, libraries, youth-serving nonprofits, and community events. The STEM Educator will receive training from education team members to lead and facilitate programs successfully.

### **Essential Functions**

#### **Education Coordinator**

- Become familiar with Science Factory Outreach, Field Trip workshops, and other STEM programs.
- Develop or modify programs as needed according to the annual program plan, ensuring high quality programs and experiences as determined by impact data and participant feedback. Ensure that any grant requirements are met as assigned.
- Document program lesson plans and other materials and resources.
- Ensure that STEM programs provide an inclusive environment and are accessible.
- Actively participate in developing the annual program plan. Participate in any LSF Committees as needed to represent the Education Department.
- Assist with hiring part-time staff as needed (including interns).
- Train part-time staff (or assign training to other staff) in content, teaching strategies, classroom management strategies, and standard operating procedures.
- Create a culture among staff and visitors that is fun, promotes positive youth development, and is aligned with LSF values.
- Offer technical support to staff during programs.
- Order, receive, and distribute program materials, staying within budget and current financial practices. Ensure any equipment needed for programs that you oversee is available and in good working order.
- Coordinate any contractor programs, field trip venues, guest presenters, etc. associated with your programs.
- Communicate with parents regarding class activities, registration, payments, field trips, schedule changes, compliments, or concerns.
- Provide support with classroom management. Resolve any conflicts that arise according to LSF values.
- Perform a leading administrative role with duties including but not limited to sign/out forms, nametags, and basic registration functions such as date changes, issuing refunds, etc. Specific training in Altru will be provided.
- Coordinate and communicate camp needs among other departments (shared equipment/materials, spaces, etc.)
- Learn about education initiatives such as Career and Workforce Development and PA STEELS Standards and implement these principles into programming.

- Take reservations and make sales for programs as needed.
- Collect any program data as requested. Assist with grant reports on programs as needed.
- Actively participate in professional learning to continuously improve programs and to reach professional goals.
- Support special events as needed when programming is requested.

### **STEM Educator**

- Lead and facilitate high-quality STEM education programs for Pre-K through 8th grade students, including week-long summer camps, day off camps, weekly classes, field trip educational workshops, and outreach programs.
- Develop new curriculum and experiences as assigned, meeting learning goals, experience goals, and PA STEELS standards as appropriate.
- Provide clear and friendly communication to parents, teachers, and staff.
- Work in a highly collaborative environment with a team of educators to deliver consistent quality programs and to develop new materials.
- Prepare for programs in advance. When traveling, arrive at locations on time, set up all materials, and return the space provided in the same condition in which it was received.
- Source materials for STEM programs based on a prescribed budget.
- Record keeping related to delivering programs, including administering surveys and tracking the number of students served.
- Other duties as required.

**Reports to:** Education Manager

### **Supervision of Others**

This position will not directly supervise any staff. Any staff-related conflicts or performance issues should be brought to the attention of your supervisor.

### **Required Qualifications**

A highly qualified candidate will have a bachelor's degree and at least 2 years of experience working in a classroom setting. Previous experience coordinating educational programming is required. Previous experience in STEM education or a willingness to learn is desirable. Enthusiasm and commitment to the Science Factory's non-profit mission are essential.

### **Core Strengths**

- Ability to prioritize and complete multiple competing tasks in specified timeframes.
- Comfortable with public speaking to groups of students and teachers. Outstanding communication skills.
- Professional, friendly demeanor and highly organized.
- Ability to adapt to change and to be prepared for the unexpected.
- Interest and enthusiasm for STEM education. Background knowledge of basic physical science, engineering, computer science, and technology preferred.
- Ability and desire to research and develop new hands-on programs.
- Commitment to providing an inclusive environment for STEM.
- Demonstrates good judgment and effective problem-solving.
- Exhibits a positive attitude and is collaborative and team-focused
- Acts with a high degree of integrity and independence.
- Proficiency with Microsoft Office Suite and the ability to learn new programs as required.
- Able to carry out the Science Factory's mission outside our four walls in the community

### **Preferred Education & Experience**

- Bachelor's or equivalent experience in science or education required. 1 year experience in program administration and successful execution is required.
- Prior experience planning and facilitating STEM Education programs and events, interacting with large groups, parents, families, and the public.
- Fluency in Microsoft Suite (Office, Word, Excel).
- Desire and ability to learn Altru reservation system.

Previous experience in a science center or museum is a benefit.

Enthusiasm for the Science Factory's non-profit mission is essential.

### Schedule and Working Conditions

- 40 hours per week with a Monday – Friday or Tuesday – Saturday schedule based on business needs.
- Requires standing, walking, sitting, stooping, kneeling, crouching, crawling, reaching.
- Handling materials, pulling, carrying and pushing.
- Occasional lifting of various materials and equipment to a maximum of 50 lbs.
- Physical office location at the Lancaster Science Factory.
- This position must hold Pennsylvania criminal and child abuse clearances. Any offer of employment is contingent upon the successful completion of the clearance process.
- The Lancaster Science Factory is an Equal Opportunity Employer.

### About Us:

Founded in 2008, The Lancaster Science Factory's non-profit mission is to inspire curiosity, creativity, and confidence by fostering an inclusive environment for hands-on STEM exploration. We actively seek to make our facility and educational programs accessible to all.

More than 75 interactive exhibits and hands-on STEM educational programs create an environment for fun and learning. The Lancaster Science Factory, located in downtown Lancaster in a historic factory building, includes approximately 17,500 square feet of indoor space and 3,500 square feet of outdoor space.

