



STEAM INTERN JOB DESCRIPTION

General Description of Responsibilities: The Interns are responsible for engaging and educating children in preschool through 12th grade about STEAM through demonstrations and hands-on activities. The incumbents will deliver educational content in camp programs, birthday parties, school groups, and outreach demonstrations. Interns report to the Eureka! McConnell Math & Science Museum Education Director and STEAM Instructor. See Attachment A for the staff organizational chart.

DUTIES AND RESPONSIBILITIES:

- Instructional Responsibilities
 - Develop and write high-quality STEAM lesson plans for school groups, no school day camps, and public programs
 - Create program supply lists for lessons that are within budget expectations and submitted by the deadline
 - Deliver / Teach lessons that provide students with meaningful, hands-on learning experiences
 - Effectively manage classroom behavior
 - Present age-appropriate information in a clear and concise manner and while incorporating the various learning styles (auditory, kinesthetic, visual)
 - Complete a written reflection / debriefing on teaching lessons to summarize what went well and changes to make the lesson more effective
 - Engage and interact with parents in a professional and positive manner during camp drop off / pick up times
 - Maintain an engaging, fun, safe, and secure environment for students

- Leadership & Teamwork
 - Must be a team player and able to take on leadership roles and responsibilities
 - Co-Instruct lessons with peers, the STEAM Instructor, and other Eureka! staff and volunteers
 - Perform work independently and in a team-based environment supporting Eureka!'s vision, mission, and values
 - Serve as a resource for Counselors in Training (CITs) in carrying out their assigned roles
 - Ability to prioritize tasks and assign daily duties to CITs
 - Assist with other tasks and collaborate with other Eureka! staff members, as requested by a member of the Eureka! management team

- Project Work
 - Assist with the development of science resource kits
 - Assist with updating existing programs and content as needed
 - Assist with reviewing exhibit signage for alignment with science benchmarks (K-12th)
 - Plan upcoming programs / camps as assigned
 - Assist with securing donations for the annual fundraiser

- Public Relations Responsibilities
 - Interact with museum guests in a positive and professional manner
 - Utilize effective written and oral communication techniques when communicating with customers on the phone, via email, and in person
 - Dress and act in a professional manner when interfacing with customers
 - Represent Eureka! when requested (e.g., at fundraisers, community events, outreaches)

- Financial Responsibilities
 - Handle cash in a manner consistent with specified cash handling procedures
 - Conduct transactions, cash out drawers and complete settlement procedures with integrity
 - Return receipts for purchases to museum management team

- Safety
 - Adhere to and enforce Eureka!'s safety policies, procedures and practices to ensure the safety of guests and staff
 - Be aware of and contribute to the development of important safety practices
 - Observe, document and report unsafe situations to a supervisor
 - Participate in safety training and respond to emergencies in an effective and appropriate manner that is consistent with common safety practices
 - Complete accident/incident reports as required

- Training & Professional Development
 - Attend trainings, orientations, and meetings as necessary
 - Maintain skills and abilities to effectively carry out all job functions
 - Assist with training/mentoring of CITs and new staff members
 - Maintain a valid CPR, First Aid, and AED certification
 - Keeps current in science and education related to Eureka!'s content and exhibits

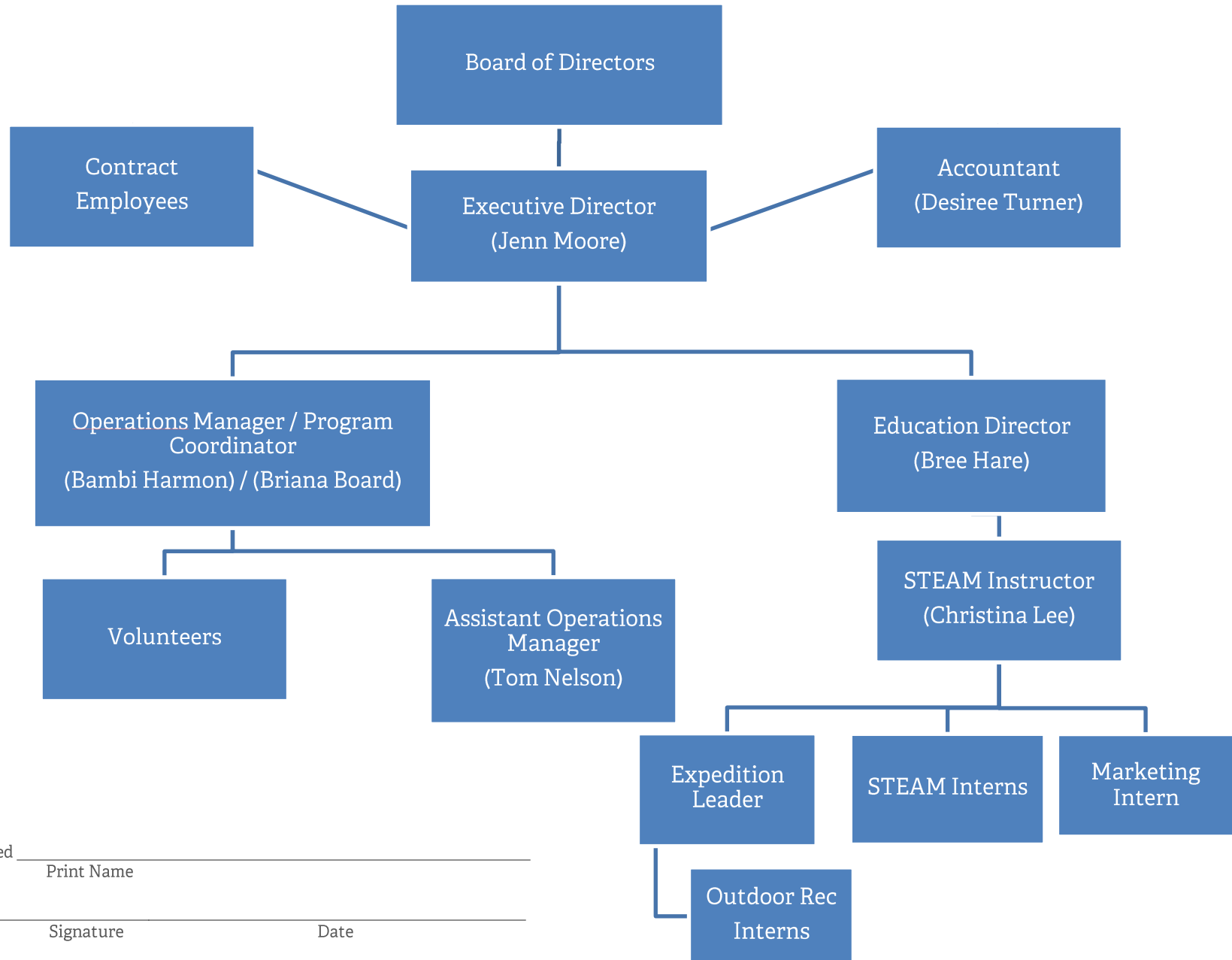
- Education, Experience, & Formal Training
 - Full time college student standing in a degree program related to S.T.E.A.M. and / or education
 - Experience working with youth is preferred
 - GPA of 3.0 or higher
 - Successful outcomes on a criminal background check conducted by School District

- Additional Knowledge, Skills, & Abilities
 - Ability to stay motivated, professional, patient, positive, respectful, hardworking and flexible
 - Comfortable speaking in front of large and small groups
 - Enthusiasm and dedication to learn and create curriculum
 - Professional written and oral communication skills
 - Organizational, analytical, and problem solving skills
 - Attention to detail
 - Ability to take initiative
 - Working knowledge of Microsoft Word and Excel
 - Ability to present science process and content in an engaging way with a diverse population of learners
 - Ability to recognize and respond appropriately to safety and security issues

Receipt Acknowledged _____
Print Name

Signature Date

ATTACHMENT A
 EUREKA! McConnell Science Museum
 Organizational Chart



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 Print Name

 Signature Date