



## Dig In! Instructor Job Description

General Description of Responsibilities: The Dig In! Instructor is responsible for programming on EUREKA!'s satellite campus, located at the [Colorado State University Research Center](#), in addition to off-site after school programs. Programming includes student day camps, family programs, and school field trips. Responsibilities include curriculum development and instruction.

EUREKA! McConnell Science Museum will be this role's home office-base, with a satellite office available at CSU Research Center. This job may require off-site travel within Mesa County.

### Requirements:

- Prior experience in an educational setting
- Interest in agriculture and biology
- Successful outcomes on a criminal background check
- Documentation of COVID-19 immunizations

### Desired Qualifications / Experience:

- Prefer experience working with youth
- B.A. in Education or Science
- Experience driving a 14-passenger mini-bus (CDL not required)

### Licenses, Certificates or Equipment Required:

- CPR, First Aid, AED training required within 90 days of hire

### Additional Information:

- Wages are dependent on the applicant's qualifications. This role starts at an annual salary of \$44,000.



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### DUTIES AND RESPONSIBILITIES:

- STEAM Camps @ CSU Research Center
  - Support and oversee camp check in/check out
  - Support with camp supplies
  - Support with Intern teaching schedules
  - Manage and support with camper medications
  - Communicate with families on camper challenges and successes
  - Communicate with families on camp logistics and schedules
  - Communicate with families on an camper injuries
  - Communicate with Instructors and Interns through the Admin Phone
  
- Field Trips @CSU and @EUREKA!
  - Support with creating and instructing lessons with groups during field trips
  
- After School Programs
  - Site-supervisor of an after school program
  - Incorporating healthy food and nutrition into the after school program
  - Manage and support supplies and daily snack ordering
  - Communicate student challenges with families
  
- Leadership & Teamwork
  - Must be a team player and able to take on leadership roles and responsibilities
  - Must be willing to be flexible and adapt to the needs of a dynamic and ever-growing institution
  - Perform and work independently and in a team-based environment supporting EUREKA!'s vision, mission, and values
  - Serve as a resource for Interns in carrying out their assigned roles
  - Ability to prioritize tasks complete duties before given deadlines
  - Assist with other tasks and collaborate with other EUREKA! staff members, as requested by a member of the EUREKA! management team



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- Public Relations
  - Interact with students, teachers, and community members 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)
  
- Safety
  - Adhere to and enforce EUREKA's safety and licensing 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 manage unsafe situations
  - 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
  - Maintain a valid CPR, First Aid, and AED certification
  - Clearly communicate all scheduling requirements / preferences at least two weeks prior to requested dates / times
  
- Additional Knowledge, Skills, & Abilities
  - Ability to stay motivated, professional, patient, positive, respectful, hardworking and flexible
  - Comfortable speaking in front of large and small groups
  - Professional written and oral communication skills
  - Attention to detail
  - Ability to take initiative
  - Working knowledge of Microsoft Word, Excel, and Google Suites