



AmeriCorps Vista - Programs Assistant Job Description

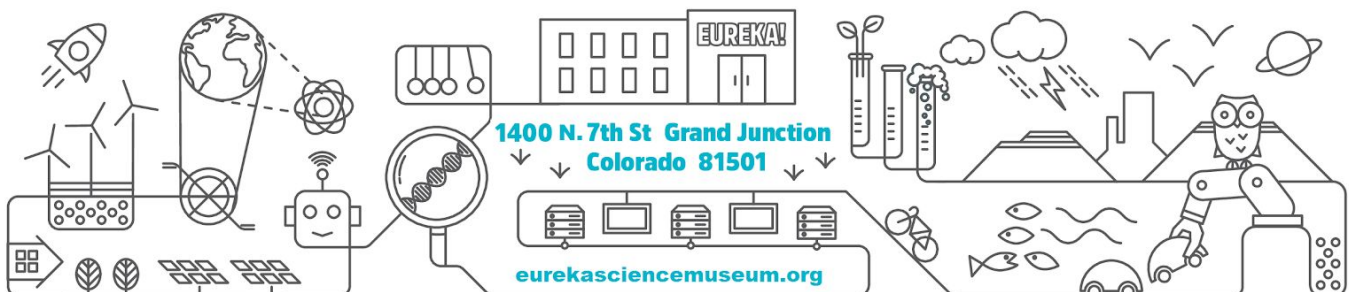
General Description of Responsibilities: The Program Assistant is responsible for advertising, processing, and communications for our Youth STEAM and Pre-K Family Memberships scholarship programs in addition to developing new programs and advertising to engage with low-income families and increase access to the science museum and our educational resources. The incumbent will also assist with developing engaging and interactive science, technology, engineering, arts, and mathematics (STEAM) curriculum for children Pre-K through 12th grade that include demonstrations and hands-on activities. This position will also assist with statistical analysis and data compilation relating to all programs, field trips and scholarships, and program evaluations to develop strategies for gauging educational improvements and assessing program impact.

Reports to: The Program Assistant will report to the EUREKA! McConnell Science Museum Development & Communications Coordinator, though will also work closely with the Programs and Education teams.

Hours per Week: 40 - full-time position that may include occasional evening and weekend commitments.

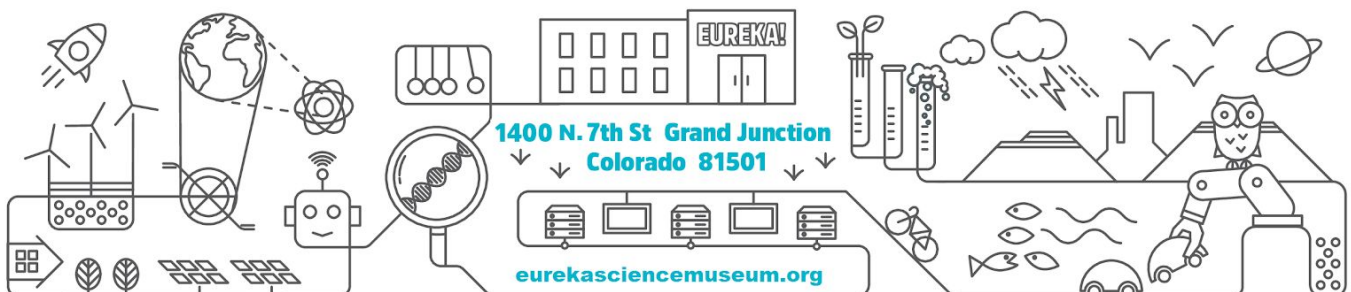
Duties & Responsibilities:

- Project Work
 - Create advertising content for student and family scholarship opportunities and develop communication strategies to connect with our community
 - Process scholarship applications and facilitate communication with applicants
 - Develop new programs and create advertising to reach low-income families to increase access to EUREKA!'s educational opportunities for students and families
 - Develop outreach opportunities and new partnerships with community organizations



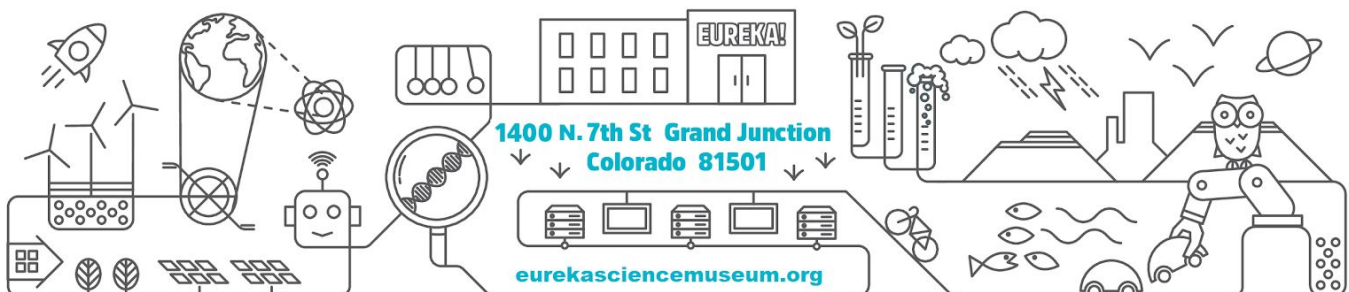


- Perform statistical analysis and data compilation relating to all programs, field trips, and scholarships
- Assist Development team in creating evaluation strategies; compile pre/post evaluation surveys to gauge student learning and assess program impact
- Maintain website and registration dashboard, updating available programs and ensuring continuity between platforms
- Curriculum Development
 - Develop high-quality STEAM lesson plans for field trips and school groups, after school, day, and week-long programs
 - Create program supply lists for lessons that are within budget expectations and submitted by a given deadline
 - Compile and organize written reflection/debriefing on teaching lessons from instructors to summarize and identify what went well and what effective changes can be made to lessons
- Public Relations & Communications
 - Interact with museum members, guests, donors, and scholarship applicants in a positive and professional manner
 - Utilize effective written and oral communication techniques when interacting with customers, donors, and community members on the phone, via email, and in person
 - Dress and act in a professional manner
 - Represent EUREKA! at community events, fundraisers, and outreaches as requested and as necessary
- Leadership & Teamwork
 - Must be a team player and able to take on leadership roles and responsibilities
 - Perform independently and in a team-based environment supporting EUREKA!'s vision, mission, and values





- Collaborate with other staff members and assist with office-wide administrative tasks as requested by the EUREKA! management team
- Financial Responsibilities
 - Conduct transactions and scholarship procedures in an appropriate and confidential manner when handling sensitive and personal financial information
 - Maintain confidentiality when managing donor information
 - Handle cash in a manner consistent with specified cash handling procedures and conduct POS transactions and settlement procedures with integrity
- 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
 - Maintain a valid CPR, First Aid, and AED certification
 - Keep current in science and education related to EUREKA!'s content and exhibits
- Education, Experience, and Formal Training
 - College degree, preferably in a STEAM-related program and/or Education
 - Experience or interest working with youth is preferred
 - Successful outcomes on a criminal background check





- Additional Knowledge, Skills, and Abilities
 - Ability to stay motivated, professional, patient, positive, respectful, hardworking and flexible
 - 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 develop and organize science content in an engaging way for a diverse population of learners
 - Ability to recognize and respond appropriately to safety and security issues

AmeriCorps VISTA: This position will be filled by an AmeriCorps*VISTA member. To qualify for AmeriCorps*VISTA, you must be a U.S. citizen, U.S. national, or lawful permanent resident, be team-oriented, and be willing to take on a wide range of challenges. Once chosen for this position, if not already a VISTA member, you must go through the necessary paperwork to become a VISTA member.

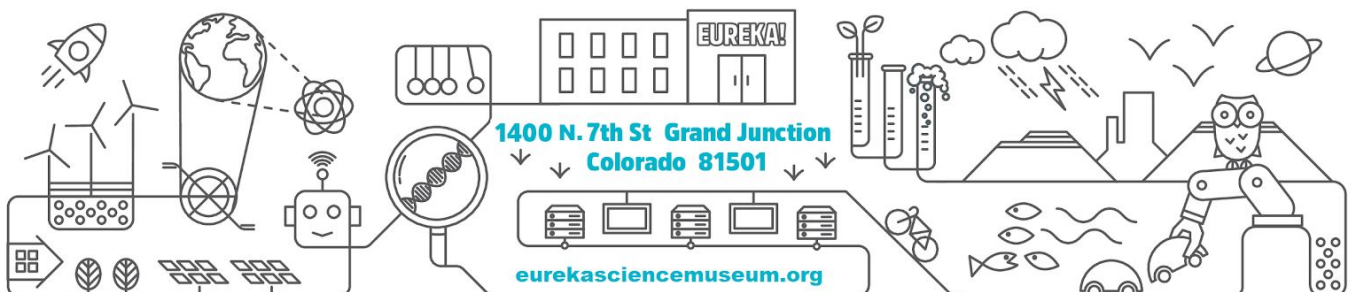
For more information, please visit:

http://www.americorps.gov/for_individuals/choose/vista.asp

Program Benefits: Choice of Education Award (\$6,095) or End of Service Stipend (\$1,803) upon successful completion of service, Health Coverage, Living Allowance (\$1,040.86/month), Professional Development/Training, housing assistance (\$200/month)

Service Term: March 2020 - March 2021

Application Requirements: Please apply through the MyAmeriCorps portal. Interviews will take place in January - February, 2020. Submitting an application early in the timeframe will be advantageous.





To apply, please visit

<https://my.americorps.gov/mp/listing/search.do?&criteria.programState=CO> and find the “AmeriCorps VISTA - Program Assistant” position listing and complete a full application through AmeriCorps VISTA. Please contact Megan Carter at carter@crcamerica.org if you have any questions on how to apply.

Community Resource Center: This AmeriCorps VISTA position is managed through the Rural Capacity Building VISTA Project of the Community Resource Center (CRC). CRC provides this resource to its partners in rural communities, and manages the recruitment, orientation, and reporting required for VISTA members. EUREKA! McConnell Science Museum serves as a sub-site of the Project, and will provide project and on-site supervision of the Program Assistant.

For More Information:

EUREKA! McConnell Science Museum: www.eurekasciencemuseum.org

Community Resource Center: www.crcamerica.org

The EUREKA! McConnell Science Museum does not, nor shall, discriminate against race, religion, sex, gender, gender identity, color, creed, national origin, ancestry, age, physical or mental disability, veteran status, sexual orientation, genetic information, political affiliation, or other protected status in any of its activities, programs, or services.

