Job description

Assistant Teacher/Program Facilitator

Salinas Community Science Workshop

Position Summary
The Assistant Teacher/Program Facilitator will work closely with the Director, Co-Director and Teacher/Program Coordinator primarily to teach visiting elementary school classes at the Salinas Community Science Workshop. The Assistant Teacher/Program Facilitator will also assist with other SCSW programs, and may carry out other administrational work of the organization as well as general upkeep and development of the Workshop facilities.

Reports To
SCSW Director

Responsibilities
Primary responsibility:
The Assistant Teacher/Program Facilitator will assist Teacher/Program Coordinator and Director to teach hands-on science lessons to the visiting elementary school classes, as well as to develop and prepare lessons. They may oversee some SCSW part-time staff and volunteers.

Additional responsibilities:

Program facilitation – Assisting to manage and carry out programs including after-school drop-in, mobile science workshop and family nights. Arranging project materials and supplies and planning project sequences. Driving to sites if necessary, including Workshop vehicles. Facilitating interns and volunteers. Equipping and maintaining the Workshop spaces including animals, plants and exhibits, mobile units.

Kit and event preparation – Helping with planning, creating, distributing, and facilitating the use of hands-on science kits and science events.

Administration – Organizing and preparing supplies and materials for programs. Organizing inventory. Communicating with site coordinators. Reporting to and coordinating with Teacher/Program Coordinator and Director and Co-Director.

Development – Documenting projects and programs. Assisting with fundraising activities and publicity.
Other requirements:
- Frequently sit, stand or remain active for long periods of time.
- Occasionally lift or move objects of up to 30 lbs.
- Create and maintain a safe, positive and welcoming learning environment.
- Clear a background check.
- Follow safety guidelines, train interns on these guidelines and lead by example.
- Occasionally work weekends or irregular hours.
- Occasionally attend off-site field trips and overnight trips.

Qualifications

Candidate will have three primary skills:
- Teaching and working with local kids.
- Working with tools and building things.
- Organizing and maintaining a functioning workshop with all its materials and supplies.

Additional required skills:
- Some experience and/or great appreciation and interest in science practice and/or study.
- Ability to work together with other staff toward a common goal, communicating and coordinating activities.
- Ability to work with a wide range of ages, kindergarten to adult, communicating well and facilitating diverse learning experiences.
- Ability to organize and prepare hundreds of parts and components toward a series of successful class projects, including storage systems, procurement and inventory.

Candidate must be highly organized and have excellent management and communication skills. They should have a resilient nature and be able to persevere through long-term or challenging projects and situations. They should be flexible and able to adapt quickly to any situation that arises.

Candidate will have a passion for community-based education and pedagogy, specifically related to communities that are underrepresented in STEM and with limited access to educational opportunities. They will understand the enormous benefits to learning in STEM areas both for careers and for whole-person development, especially as it pertains to low-income and underrepresented communities.

Candidate will have a commitment to social justice and a keen understanding of equity issues related to educational opportunities; a vital sense of curiosity and a passion for lifelong learning; and cultural humility in regards to learning from and responding to the children and communities served by the SCSW.
Candidate will have the ability to think creatively and strategically about the broad goals of SCSW, while remaining focused on detail-oriented work and required follow-through. They will be able to work under pressure, prioritize multiple assignments, and consistently meet deadlines.

**Additional desired qualifications:**

- Experience working with racially, linguistically, and ethnically diverse constituencies.
- Two years of relevant work experience.
- Relevant education including, but not limited to: science, social science, or education; credential in education or other field, or experience in either formal or informal education.
- Ability and willingness to travel as needed to other workshop sites and schools, and occasionally to partner with other Community Science Workshops.
- Spanish language proficiency.

**Equal Employment Opportunity**

Community Initiatives is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.

**Compensation**

$25 to $35/hour. This is an unbenefted part-time position starting at 10 hours a week, with the plan to move up to 20 hours/week by August and the possibility of moving to 30 hours/week or full-time with benefits should funding and conditions permit. Many of the hours will be during school time, 8:00 to 12:00, but after school hours may sometimes be required. Employer will be SCSW's fiscal sponsor, Community Initiatives.

**Location**

Primary location will be at El Sausal Middle School, 1155 E. Alisal St, Salinas. Additional sites will be served depending on contracts and collaboration.

**Send CV and any inquiries to:** toolsinyourhands@cswsalinas.org
Salinas Community Science Workshop
A fiscally sponsored project of Community Initiatives

https://www.communityscienceworkshops.org

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