



Lake Erie Nature & Science Center

Job Posting: Program Specialist I, Part time, Non-exempt

Position Summary: Lake Erie Nature & Science Center, a nonprofit organization located in Bay Village, seeks a Program Specialist to present a variety of astronomy and natural science educational programs for people of all ages including preschool, school age and adult.

The Program Specialist I will prepare and provide quality programming for a variety of audiences including preschool, school age, scouts, families and other groups. A Program Specialist I will have an understanding of all Center offerings and with training will work collaboratively with staff and volunteers to utilize curriculum and teaching tools to provide programs in physical, life and/or natural sciences. The Center specializes in astronomy and wildlife. Experience or knowledge in these specialty areas is a plus. Program Specialist I must maintain a flexible work schedule of 10 to 20 hours per week and must be available weekends and occasional evenings.

Responsibilities:

The Program Specialist I is responsible for preparing and providing a variety of programmatic opportunities for children, scouts, students and families following Center standards and guidelines. They must participate in the ongoing and required training to fulfill program expectations. Regular attendance at staff meetings is strongly encourage. This position requires the ability to work weekends.

Qualifications: Candidates must have excellent teaching skills including the ability to vary the approach for a variety of audiences and ability to teach on a wide variety of science areas. Candidates applying for the position should have one to three years of formal or informal teaching experience. A degree in education or biology, astronomy or the physical or natural sciences is preferred. Excellent technology skills and use of a virtual desktop and proficiency in Microsoft Office is required. Familiarity with mission and programs, or nonprofit experience is preferred. Knowledge of astronomy or the natural sciences and teaching experience is ideal.

Organization: Lake Erie Nature & Science Center is a nonprofit organization providing informal science education for children, families and people of all ages. The Center serves more than 166,000 people each year with a \$1.6 million operating budget. It is home to the only wildlife rehabilitation facility in Cuyahoga County, one of two public access planetariums in Cleveland, and a beautiful park setting near Lake Erie. The Center offers a distinct blend of early childhood programs, seasonal family events, school field trips, scout programs, summer camps, wildlife rehabilitation and education services, and free admission to natural history exhibits,. Lake Erie Nature & Science Center is funded by private donations, program fees, and grants including Cuyahoga Arts & Culture through the residents of Cuyahoga County.

Application: Send cover letter and resume to jobs@lensc.org by May 15, 2019.

Lake Erie Nature & Science Center is an equal opportunity employer.

Lake Erie Nature & Science Center, 28728 Wolf Road, Bay Village, Ohio 44140 www.lensc.org