

COMMUNITY SCIENCE WORKSHOP COORDINATOR

Definition

Under administrative direction of the City Manager, the Community Science Workshop Coordinator will be responsible for the successful planning and execution of all activities at the Greenfield Community Science Workshop, funded by grants from the Community Science Workshop Network. This position involves science teaching, materials acquisition, program coordinating, grant writing, grant documentation and administrative duties.

Examples of Duties (Illustrative Only)

- Teach hands-on science in after-school, school day and summer programs at the Greenfield Science Workshop as well as at school sites and other locations throughout the community.
- Responsible for all preparatory and administrative work for said science programming.
- Acquisition and preparation of materials, including arrangements for reimbursement through funds granted to the City.
- Fundraising, including grant writing and appeals to local businesses as well as all reporting duties arising out of grant support.
- Design curriculum, drawing on the body of projects and lessons previously developed by the Community Science Workshop Network.
- Liaison with local agencies such as the school district, regional migrant education office, and other youth-serving organization, which shall include the drafting of contracts for final approval by the City.
- Supervision of and participation in the hiring and selection process of any staff hired by the City through grants to the Greenfield Community Science Workshop.
- Recruit and supervise volunteers
- Supervision of any contracts between the City and outside agencies for the execution of Greenfield Community Science Workshop programming.
- Ensures safe operation of the Greenfield Community Science Workshop and related programs.
- Ensures broad participation in the Science Workshop and related programs by youth throughout the community.

Qualifications

Knowledge:

- Strong science and math background
- Strong background in K-12 education in general and hands-on education in specific
- Skill and familiarity with basic hand and power woodworking and construction tools is required.
- Safe work practices

Ability to:

- Interact effectively with diverse cultural, ethnic and age groups
- Maintain order and discipline in the Greenfield Community Science Workshop and related programs
- Enforce City rules and regulations
- Work independently and in a team environment
- Speak English and Spanish highly desirable
- Work flexible hours
- Work evenings and weekends as required

Education and Experience

- Candidates must have, at minimum, a bachelors degree in a math or science related field
- Active teaching credential or permit with the Monterey County Office of Education preferred
- Experience working within the Community Science Workshop model of hands-on, experiential, student-centered, inquiry based education

Licenses

Must possess a valid California class C driver's license and a driving record acceptable with the City's Insurance Authority.