

CITY OF GREENFIELD

Greenfield Community Science Workshop Assistant

Part-time, grant-funded, non-benefited position at \$11.99/hr, 20-25hrs per week.

The Greenfield Community Science Workshop assistant will assist the Coordinator with the successful planning and execution of all activities at the Greenfield Community Science Workshop. This position involves science teaching, materials acquisition, administrative duties and clerical duties. Persons interested in interviewing for this position must have significant experience working with youth, be available four afternoons a week (Tuesday, Wednesday, Thursday, and Friday) and on Saturdays and be interested in building and learning from hands-on projects. The first step of the application process is to visit the Greenfield Community Science Workshop. Interested applicants please contact José S. Sánchez at 831-540-9830 (A full job description is available at City Hall.)

Applications are available at the Greenfield Civic Center, 599 El Camino Real, Greenfield, CA 93927, (831) 674-5591. Final closing date is March 23, 2012 at 5:00 p.m. **NO POSTMARKS ACCEPTED**

Publish: Greenfield News – March 7, 2012

COMMUNITY SCIENCE WORKSHOP ASSISTANT

Definition

Under the direction of the Director of the Greenfield Community Science Workshop with supervision from the Community Science Workshop Lead Teacher, the Community Science Workshop Assistant will be responsible for assisting with the successful planning and execution of all activities at the Greenfield Community Science Workshop, funded by grants from the David and Lucile Packard Foundation. This position involves science teaching, materials acquisition, administrative duties and clerical duties. This position is a part-time, non-benefit, grant funded hourly position.

Examples of Duties (Illustrative Only)

- Teach hands-on science in after-school, school day and summer programs at the Greenfield Science Workshop.
- Acquisition and preparation of materials for science lessons and drop-in programming.
- Help recruit and supervise volunteers
- Fundraising
- Ensure safe operation of the Greenfield Community Science Workshop and related programs.
- Maintain the physical location of the Greenfield Community Science Workshop, safe, sanitary, and properly equipped with the necessary materials and tools.
- Other duties as assigned

Qualifications

Knowledge:

- Science and math background preferred.
- Background in K-12 education and hands-on education preferred, including working directly with youth.
- Skill and familiarity with basic hand and power woodworking and construction tools is required.
- Knowledge and interest in building hands-on projects and crafts preferred.
- Familiarity with the town and people of Greenfield preferred.
- Safe work practices

Ability to:

- Interact effectively with diverse cultural, ethnic and age groups
- Help order and discipline in the Greenfield Community Science Workshop and related programs
- Enforce City rules and regulations
- Work independently and in a team environment

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Community Science Workshop Assistant

- Speak English and Spanish highly desirable
- Work flexible hours
- Work evenings and weekends as required

Education and Experience

- Entry level position, previous experience directly working with youth desirable

Licenses

- None Required