



## **School Programs Volunteer Position Description (10 hours per week)**

**Position Title: School Programs Volunteer**

**Department: Education**

### **POSITION SUMMARY:**

Reporting to the staff of the Student Education team within the Department of Teacher and Student Engagement, the School Programs volunteers are responsible for assisting in the facilitation of [onsite](#) experiences for students and occasional [distance learning](#) experiences for K-8 students. The overarching vision for the Teacher and Student Engagement group is that K-12 educators facilitate meaningful, co-constructed science experiences such that students are motivated and able to apply sustainable solutions to their lives.

The training program provides an in-depth, hands-on experience for people interested in informal education. Volunteers participating in the program will learn teaching techniques, gain an understanding of how to communicate with students of varying ages and backgrounds. This volunteership is open to anyone who fits the qualifications below. We can also work with volunteers who are seeking academic credit, or need a project-based experience to fulfill a graduation requirement.

The California Academy of Sciences welcomes people of all backgrounds, identities, and beliefs to join us in achieving our mission to explore, explain, and sustain life. We place diversity, equity, and inclusion at the heart of our recruiting efforts and strive to build a culture centered on mutual respect, equal treatment, and the opportunity to succeed.

### **ESSENTIAL DUTIES and RESPONSIBILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

- Assist education staff in teaching, onsite field trip activities in the museum's onsite classrooms
- Prepare and maintain supplies, educational materials, classrooms and work spaces
- Provide administrative support as required
- Follow all Academy safety regulations
- Other duties as required

### **MINIMUM QUALIFICATIONS:**

The qualifications listed below are representative of the knowledge, skill, and/or ability required or preferred.

### **EDUCATION and/or EXPERIENCE:**

A qualified candidate will have a combination of the following experience and/or equivalent education:

- Interest in informal science education or a formal classroom preferred



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**KNOWLEDGE, SKILLS and ABILITIES:**

- Comfortable speaking to groups of 40 people at a time
- Openness to new ideas and flexibility to constantly tweak programs
- Excellent interpersonal and communication skills
- Attention to detail, organizational and time management skills
- Working knowledge of Microsoft Office and Google Suite Applications
- Interest in non-traditional learning environments and informal learning strategies
- Willingness to learn and a strong desire to support the Academy's mission

**LANGUAGE SKILLS:**

Ability to speak effectively before groups or individuals. Proficiency in Spanish, Cantonese, or Mandarin is desirable, but not required.

**SCHEDULING REQUIREMENTS:**

This training program is of a fixed length. Applicants must be available at least two weekdays per week (Monday-Thursday) from 8:30am-1:30pm during the school year from October to May. Participation is encouraged at occasional group trainings.

**PHYSICAL DEMANDS and WORK ENVIRONMENT:**

While performing the duties of this position, the volunteer is frequently required to talk, hear and tolerate high levels of noise. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

**TO APPLY:**

Please complete the [volunteer application](#) and select the Education/Outreach checkbox under "Museum Area of Interest". For details about this specific volunteer position, contact [educatorintraining@calacademy.org](mailto:educatorintraining@calacademy.org).

**The California Academy of Sciences will give full consideration for employment to all qualified applicants with criminal histories in a manner consistent with the requirements of the [San Francisco Fair Chance Ordinance](#) (SF Police Code, Article 49).**

**The California Academy of Sciences is an Equal Opportunity Employer and is committed to ensure that all employees and applicants receive equal consideration and treatment, regardless of race, color, creed, gender (including gender identity or gender expression), religion, marital or domestic partner status, age, place of birth, national origin or ancestry, physical, mental or medical disability, height or weight, sex, sexual orientation, citizenship, military service status, veteran status, or any other characteristic protected by state or federal law or local ordinance.**

**The California Academy of Sciences is a non-smoking facility. There is also no smoking in Golden Gate Park.**