



**Title: Programs Assistant**

**Department: STEM Learning Programs**

**Reports to: Director of Education**

**Status: Part-Time, Hourly (Occasional evenings/weekends as required)**

### **Position Summary**

The Program Assistant provides support for programs across departments, primarily focusing on STEM Learning Programs classroom and activity preparation and supervision of student groups in an informal capacity.

### **Tasks and Responsibilities**

- Monitor student free time including pre-program, meals, and post-program, ensuring a safe environment in accordance with Discovery's policies and expectations
- Supervise student transportation for arrival and departure from afterschool programs
- Prepare materials for upcoming programs across departments as needed
- Maintain inventory of materials and submit purchase requests to the appropriate departmental managers
- Prepare classrooms for use based on upcoming bookings and ensure that materials are appropriately stored and returned after bookings
- Setup and cleanup of meals for student groups for which food is provided
- Supervise and serve meals to student groups for afterschool programs, evening events, and summer programs
- Other STEM Learning tasks as assigned

### **Physical Requirements**

Light work: Ability to exert up to 20 pounds of force occasionally and/or a negligible amount of force to lift or move objects pertaining to STEM Learning Programs, such as classroom prep and cleanup. Ability to remain in a stationary position for 50% of the time.

### **Experience and Qualifications**

- Experience with children's programs strongly preferred
- Self-motivated, dynamic, able to work in a team environment, comfortable speaking in front of large groups
- Flexible hours, including evenings, weekends and occasional overnights as required
- Excellent time-management skills and organizational skills
- Attention to detail a must

**4450 Park Avenue • Bridgeport, CT 06604 • 203.416.3521 • [www.shudiscovery.org](http://www.shudiscovery.org)**

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- Valid driver's license in good standing a plus
- Bilingual a plus

*About Discovery Museum, Inc.:*

*The Discovery Museum provides dynamic, hands-on STEM experiences that resonate with the innate curiosity, learning desire, and spirit of exploration of our guests. We encourage young learners to ask questions, solve problems, and engineer solutions today so they are better prepared to embrace the challenges of tomorrow.*

*It is the policy of Discovery Museum to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Discovery Museum will provide reasonable accommodations for qualified individuals with disabilities.*

**How to Apply:**

If interested, please send your resume and cover letter to Shannon Moss at [smoss@shudiscovery.org](mailto:smoss@shudiscovery.org)

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