

JOB DESCRIPTION



Position Title: Facilitator of Learning
Department/Division: Learning/Programs

Reports To: BMS Programs Manager
Status: Part-time, Non-Exempt

Schedule: Primarily weekends; weekdays and weeknights as needed for programs

Overview:

At the Buffalo Society of Natural Sciences, we believe that science creates opportunities and shapes our world. We take pride in providing an environment that inspires curiosity, self-directed learning, and fun for our guests of all ages. We know that when you mix GREAT SERVICE with GREAT PEOPLE, the result is LASTING MEMORIES for our guests.

Summary of Position:

Facilitators of Learning are responsible for delivering engaging, high-quality science experiences for children and families. This part-time, entry-level Facilitator position primarily facilitates pre-developed programs for Museum visitors and birthday parties, while supporting program experiences for all audiences including schools, groups and public programs. Under the guidance of the BMS Programs Manager and Assistant Programs Manager, the Facilitators of Learning build foundational skills in informal STEM learning delivery, group/classroom management, and guest engagement while contributing to a safe, welcoming, and fun learning environment. Due to the primary functions of this position being centered around engaging with Museum visitors and facilitation of birthday parties, candidates must have weekend availability with flexibility for weekday and evening hours.

Essential Functions:

- Engage visitors in the BSNS' pedagogy of inquiry-based, hands-on informal STEM learning experiences including pre-developed demonstrations and stage shows
- Facilitate structured STEM programs and birthday parties to exceed participant expectations using provided outlines and materials
- Create a welcoming and fun learning environment that empowers the users and nurtures self-directed learning; guide learners by modeling how to think, not what to think
- Provide excellent customer service to all guests and program participants
- Participate in training and execute program delivery to continue the high standard of programming BSNS offers
- Lead hands-on activities that are safe, engaging, and age-appropriate
- Follow best practices for storing, handling, and transporting Museum Collections and program materials
- Ensure program spaces and public areas remain tidy and presentable
- Follow established procedures for program delivery, safety, and operations
- Maintain required levels of supplies; communicate purchasing needs to supervisor
- Stay informed about BSNS offerings and serve as ambassadors promoting programs and events
- Perform other incidental tasks consistent with the goals and objectives of department and BSNS

Experience and Skills Required:

- Degree or pursuit of a degree in science, education, or related field; experience in informal learning or teaching, a plus
- Desire to work in a mission-first and guest/participant-centered culture; produce products and experiences of exceptionally high quality
- Maintain a friendly and professional disposition with staff, guests, and partners
- Ability to effectively present STEM content in both one-on-one and group settings in an engaging, energetic, and compelling manner
- Outgoing and friendly; enjoys working with children and families
- Strong communication and interpersonal skills
- Ability to follow structured program outlines and instructions
- Maintain a professional appearance in branded, laundered, and approved clothing
- Reliable and punctual with a willingness to learn new skills and information

Physical Demands:

- Ability to transport up to 40 pounds with the assistance of a wheeled cart
- Communicate effectively with small and large groups
- Move around all areas within the Museum and off-site locations
- Ability to remain in one place, seated and/or standing, for extended periods of time
- NYS Driver's license in good standing is preferred

To Apply:

The hourly rate for this position starts at \$18.00, with additional consideration given for relevant experience and qualifications. Interested candidates should send their cover letter and resume to careers@sciencebuff.org. Include "Facilitator of Learning" in the subject line.

Equal Opportunity Employer:

The Buffalo Society of Natural Sciences is an equal opportunity employer, and strongly encourages expressions of interest from people of color, individuals living with disabilities, women, and the LGBTQ+ community. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.