

Orlando Science Center

Early Childhood Programs Assistant

Department: Visitor Experience – Early Childhood

Reports to: Early Childhood Specialist

Time Commitment: minimum 2 months – maximum 6 months,

Hours: Flexible hours, 20 – 35 hours a week

Summary of Position:

Assist the Early Childhood specialist with creating, organizing and implementing programming in all subject areas for children seven years of age and under. Help replenish supplies, conduct live programming, research topics and projects. Provide direction and assistance for volunteers. If need, assist with scheduling of programs and volunteers.

Qualifications:

Experience working with children
Excellent written and verbal communication
Ability to work well with staff and guests
Willingness to learn
Positive attitude

Responsibilities:

Creating new, age appropriate programming for children under the age of seven.

Write up new programs in programming format.

Organizing and planning needs for new programming.

Research on early Childhood topics and potential grants.

Conduct live programming with guests.

Engaging guests in pre-existing and new programing.

Making sure all program bins are in order and well supplied.

Reporting any broken, limited or missing supplies to Early Childhood Specialist.

Prepare supply orders.

Assisting when needed with youth and adult volunteers.



May assist with Preschool Holiday Workshops and Early Childhood Workshops.

Assist with any special events or week of celebrations.

Possible telephone and email communications with community partners.

Assist other departments as needed.

Other duties as assigned.

Requirements:

2+ years of college courses, preferably Early Childhood, Education, Science or Psychology majors.

Attend orientation.

Pass Criminal background check and fingerprinting.

Ability to work on own.

Personal Initiative.

Self-motivated to seek out task and projects.

Flexible.

Report promptly to work on days scheduled.

Inform staff supervisor directly if unable to attend or if late.

Must be able to stand for long periods of time.

Ability to get messy if project or assignment requires.

Ability to lift 50lbs.

Skills will Acquire:

Working and communicating with staff and volunteers of all ages and background.

Meeting and interacting with guests from all over the world.

Researching a variety of topics and activities involving childhood development, families, and age appropriate activities.

Writing curriculum in different formats.

Ability to try out new ideas on a large testing pool.

Chance to meet men and women from Orlando community from many organizations.

Can provide References.