



## Connecticut Science Center Job Description

**Job Title:** Youth-ALIVE Program Mentor (Part-Time Position)

**Job Purpose:** Under the direction of the Youth Program Manager, the Youth-ALIVE! Program Mentor provides direct educational and mentoring services to the Connecticut Science Centers Youth ALIVE! (Achievement through Learning, Involvement, Volunteering, and Employment) participants by designing, developing and implementing Trainings, workshops, meetings, and other program experiences which enhance the youths' learning experiences.

**Reports To:** Youth Program Manager

### Key Responsibilities:

- Assists with the recruitment and interviewing of students for participation in the Youth Alive work-based program and other youth programs.
- Provides youth program participants with individual and personal mentoring, tracking, coaching, evaluation, and skill development.
- Assists with the design and implementation of work-based, after school and summer educational programs for youth grades k-12 and conducts formal evaluation of these programs.
- Researches and writes educational materials to be used for youth training.
- Develops and delivers summer camp and after-school science curricula
- Other duties as assigned by the supervisor.

### Experience

- Some Science Course work.
- Experience or coursework with adolescents in an informal setting.
- Experience teaching or facilitating activities and workshops team building activities, diversity awareness, etc. preferred.
- Experience planning and coordinating field trips
- Minimum 2 years direct experience in an aquarium, zoo, or science museum developing fun, educational programs for youth, particularly in urban communities preferred.

**Characteristics:** Professional attitude. Posses the ability and willingness to work as a team player. Great work ethic. Excellent organizational skills. Efficient in Microsoft Word and Microsoft Excel. Energy and Enthusiasm. Must be a self starter, creative, well organized and a team player. Willingness and ability to engage in independent learning.

**Workplace Environment:** Classroom, science center exhibit floor, Office.

### Additional Requirements:

- College students, preferably upper class.
- Good written and oral communication skills.
- Driver's license and good driving record required.
- Ability to work a flexible schedule, including weekends and evenings.
- Spanish speaking ability or other language proficiency preferred.
- Computer experience including use of word processing, database and spreadsheet programs.
- Spanish speaking ability or other language proficiency is a plus.

**Application Information:** Qualified candidates, please e-mail your cover letter and resume to [hr@ctsciencecenter.org](mailto:hr@ctsciencecenter.org) or mail it to:

Connecticut Science Center  
Youth ALIVE Program Mentor Search  
ATTN: Damon Gibbs  
250 Columbus Blvd. Hartford, CT 06103

The Connecticut Science Center is an Equal Opportunity Employer  
Minorities and Women are encouraged to apply.