



City of Greenfield

Greenfield CSW Technician II

EFFECTIVE DATE: 10.23.2018

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this part-time classification exists is to plan, organize, and implement the Greenfield Community Science Workshop's (Greenfield CSW) hands-on science programs. The Greenfield CSW Technician II may serve in lead capacity over other employees and volunteers and works independently under the general supervision of the Greenfield CSW Director and/or Greenfield CSW Coordinator.

ESSENTIAL FUNCTIONS:

- Facilitate open-ended, student-driven science programming
- Facilitate curriculum-based science enrichment activities, with limited guidance and training from the Greenfield CSW Coordinator/Director
- Adapt curriculum to the needs of the Greenfield CSW.
- Maintain interactive science exhibits.
- Obtain materials and equipment for day-to-day operations, including recycled materials such as recycled wood, PVC, bikes, plastic bottles, etc.
- Enhance and/or develop skills/habits of a lifelong learner and share those with students and Greenfield CSW Staff.
- Manage and supervise volunteers.
- Plan, organize and direct educational field trips.
- Assist with projects and assignments as directed by the Greenfield CSW Coordinator
- Perform related duties as required.

Required Knowledge, Skills, and Abilities:

Knowledge of:

- Principles and methods used in organizing, conducting, and supervising informal hands-on science activities.

- Theory and philosophy of informal education, and its application to science and children.
- Techniques of planning, organizing, and promoting program activities for youth
- Classroom management and effective motivational methods.
- First aid and safety practices and procedures

Ability to:

- Read, process, and understand written information independently. Especially information related to scientific and mathematical concepts.
- Communicate clearly in writing, especially when writing emails and crafting classroom lesson plans.
- Organize, plan, develop and implement informal science education programs
- Train, direct, and evaluate employees and volunteers involved in Greenfield CSW programming.
- Work cooperatively with peers, subordinates, supervisors, and the general public.
- Maintain financial and activity records and produce written documentation in the English language.
- Communicate orally in the English language.
- Sit at a desk and in meetings on a continuous basis.
- Use near vision for long periods of time.
- Intermittently bend and twist to reach, carry and move educational materials
- Work outdoors in varying weather conditions
- Lift objects weighting 50 pounds or less
- Intermittently reach above and below shoulder level to reach books, files, reports, tools and educational material on shelves, filing cabinets, or sheds.
- Grasp electronic equipment, books, documents, and tools with right and left hand.
- Walk on uneven surfaces; walk and stand for prolonged periods of time
- Hear adequately to converse on the telephone, cellular phone, and in person
- Work safely without presenting a direct threat to self and others.

Additional requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have a good driving record. Use of personal vehicle will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

- Individuals must be able to work evenings, weekends, and some holidays, as required.
- Individuals must have flexible hours.
- Individuals must be at least 18 years old.

ACCEPTABLE EXPERIENCE AND TRAINING

- Bachelor's degree strongly preferred, though not mandatory.
- The following can substitute for academic degree:
 - Experience, curiosity, and confidence in exploring, experimentally, concepts in earth, life, or physical science with children.
 - Experience tinkering and building projects with children in a shop environment.

Desirable Characteristics

- Bilingual, Spanish/English
- Knowledge of the Greenfield community and its schools

License/Certificate:

Must possess a valid California class C driver's license and have a driving record acceptable with the City's insurance carrier.