



*The Spartanburg Science Center's mission is to excite and engage students in STEM Exploration.
Specifically, the vision of the Spartanburg Science Center is to
Build a community of innovative problem solvers ignited by a spark for STEM.*

Job Description

Job Title: Educational Programs Director

Reports to: Executive Director

Salary Range: \$25,000 - \$35,000

Start Date: Summer 2025

Summary

The Educational Programs Director oversees the development and implementation of school and group programs, classes, and hands-on activities. This includes teaching both on-site at the Spartanburg Science Center (SSC) and off-site in a variety of educational settings for primary and elementary students. These settings include, but are not limited to, public, private, and home schools, after-school programs, SSC camps, and SSC programs. The Educational Programs Director also maintains all educational program support materials and supplies and works closely with the Executive Director to plan and implement SSC special events.

Duties and Responsibilities

- ✓ Teaches SSC programs during the school day, after-school, and during SSC camp programs
- ✓ Develops and conducts science educational programs at the SSC and other off-site locations
- ✓ Represents the SSC at community events such as science fairs, science nights, and Spring Fling and other community festivals and events

- ✓ Manage social media and monthly newsletter, and website accounts
- ✓ Plans and implements new SSC classes and displays
- ✓ Participates in the development of the annual budget, operating plan, marketing plan, communication plan, and performance goals, as well as assists the Executive Director in the monitoring and evaluation of their implementation
- ✓ Provides oversight and care of SSC animals
- ✓ Assists in the management and maintenance of the SSC exhibits
- ✓ Reports monthly to the SSC Board of Directors
- ✓ Weekly hours may include occasional evenings, Saturday programs or special events
- ✓ Fulfills all other duties and responsibilities as deemed appropriate for the position of Educational Programs Director as set forth by the Executive Director and the SSC Board

Qualifications

- BA or BS Degree in a scientific discipline, and/or teaching degree or equivalent experience
- Teaching experience at any level, especially with primary and elementary-age children
- Experience in planning, designing and implementing curriculum
- Excellent verbal, writing and presentation skills, including proficiency in the use of computer technology
- Reliable, organized, self-starter with the ability to meet deadlines and maintain schedules
- Comfortable handling nonvenomous snakes and reptiles
- Must have an active driver's license
- Ability to like and transport boxes of program materials for off-site classes

Application Procedure

Send a cover letter and resume to:

Educational Programs Director Job Search
Spartanburg Science Center
200 East St. John Street
Spartanburg, SC 29306

Or email your cover letter and resume to:

Mary A. Levens at mlevens@spartanburgsciencecenter.org

Direct questions to:

SSC Search Committee, Mary A. Levens at mlevens@spartanburgsciencecenter.org

The Spartanburg Science Center (SSC) is an equal opportunity employer. No applicant will be discriminated against because of race, marital status, sexual orientation, political ideology, age, creed, religion, national origin, or sensory or mental or physical disability.