



## Lake Erie Nature & Science Center

### **Job Posting: Preschool Specialist I, Part time, Non-exempt**

**Position Summary:** Lake Erie Nature & Science Center, a nonprofit organization located in Bay Village, seeks a Preschool Specialist to assist with preschool camps and classes. The Preschool Specialist will create, prepare and deliver preschool programming. The Preschool Specialist will have an understanding of all Center offerings and will follow Center teaching philosophies set by the Preschool Coordinator. The Preschool Specialist must maintain a flexible work schedule of up to 24 hours per week. Schedule requires one weekend shift most weeks.

### **Responsibilities:**

The Preschool Specialist is responsible for greeting, dismissing and ensuring children have a safe engaging experience while participating in programs. They will prepare, present and clean-up activities. They will follow Center standards, guidelines and utilize technological resources for communication and record keeping. Experience developing preschool curriculum is a plus. Regular attendance at staff meetings is strongly encouraged.

**Qualifications:** The successful applicant must be a motivated, responsible self-starter who is able to work as a team. Candidates must exhibit enthusiasm, poise, flexibility, a good sense of humor and a positive attitude. They must possess excellent verbal skills, a demonstrated ability to work with preschoolers and a commitment to consistently present a positive image for the Lake Erie Nature & Science Center and for the informal education profession. Familiarity with mission and programs, or nonprofit experience is preferred. The candidate must have experience working with children ages 3-5.

**Organization:** Lake Erie Nature & Science Center is a nonprofit organization providing informal science education for children, families and people of all ages. The Center serves more than 147,000 people each year with a \$1.6 million operating budget. It is home to the only wildlife rehabilitation facility in Cuyahoga County, one of two public access planetariums in Cleveland, and a beautiful park setting near Lake Erie. The Center offers a distinct blend of early childhood programs, seasonal family events, school field trips, scout programs, summer camps, wildlife rehabilitation and education services, and free admission to natural history exhibits. Lake Erie Nature & Science Center is funded by private donations, program fees and grants including Cuyahoga Arts & Culture through the residents of Cuyahoga County.

**Application:** Send cover letter and resume by email to [jobs@lensc.org](mailto:jobs@lensc.org) with the subject line "Preschool Specialist." This position will close March 15, 2020 or until filled. See [www.lensc.org](http://www.lensc.org) for more information.

**Lake Erie Nature & Science Center is an equal opportunity employer.**

**Lake Erie Nature & Science Center, 28728 Wolf Road, Bay Village, Ohio 44140 [www.lensc.org](http://www.lensc.org)**