



2021 FALL PROGRAMS TEEN LAB ASSISTANT

Posting Date: August 11, 2021

Position Title: Teen Lab Assistant

Status: non-paid volunteer opportunity, school credit, community service credit

Reports to: Programs Coordinator

BACKGROUND:

The Elementary Institute of Science (EIS) is a non-profit, student-centered organization that provides after-school, weekend, and school break "learning laboratory" classes for students in grades 2 through 8. All classes are designed to provide participants with scientific information and its direct application to their life and well-being. Students explore multiple topics including Biology, Chemistry, Environmental Science, Marine Biology, Health, Sustainability, Computer Science, Photography, Robotics, and Engineering. EIS encourages student involvement, innovation, and creativity through trial-and-error problem solving and teamwork. EIS is located in southeast San Diego, across the street from the Euclid Avenue Trolley station.



We are looking for high school volunteers who want to hone their communication skills, develop leadership skills, and support STEM education opportunities for communities who are most underrepresented in STEM.

Teen Lab Assistants will be expected to volunteer weekly on Thursdays or Saturdays from September 30 until December 16. There will be at least one day of orientation and training prior to the beginning of classes. Teen Lab Assistants will be assigned to a 3-4 hour shift on Thursdays or Saturdays for 10 weeks.

Teen Lab Assistants will have frequent contact with students and instructors. Teen Lab Assistants will meaningfully aid our work to improve STEM learning and fun experiences for children ages 7-14.

POSITION OVERVIEW

The Elementary Institute of Science is looking for Teen Lab Assistants to assist in STEM lessons and activities in the classroom during our ten-week long fall afterschool and Saturday classes.

DUTIES AND RESPONSIBILITIES

Although specific tasks of the Teen Lab Assistants will vary depending on the classroom they are assigned to, the following list provides an idea of the scope of the position. Assist STEM

Instructors with lessons, activities, and science experiments with a group of 10-12 children ages 7-14 (2nd-8th graders) at EIS.

- Assist STEM Instructors with lessons, activities, and science experiments with a group of 10-12 children ages 7-14 (2nd-8th graders) at EIS.
- Stay with assigned lab/instructors to assist with one of the following age groups (7-8, 9-11, and 12-14 years old)
- Work with the instructors to conduct experiments and activities in the lab/classroom
- Assist instructors with material and equipment set-up, preparation, and clean-up
- Maintain a safe and controlled environment during all lessons and activities
- Assist EIS staff, volunteers, and interns with supervision of students during snack breaks, including leading games and other recreational activities
- Serve as a role model to students to ensure attention to all of the following: program, health, happiness, discipline, cleanliness, safety, routine duties, character and skill development
- Under the supervision of the EIS staff, reinforce behavior expectations to ensure the health and safety of students
- Understand, follow, interpret, and enforce all program rules, policies, and procedures
- Communicate with EIS staff to find solutions to problems with facilities, programs, and students
- Perform additional job-related duties as assigned.

EIS Fall Afterschool Classes begin on Thursday, September 30th and run through December 16th. EIS Fall Saturday Classes begin on Saturday, October 2nd and run through December 11th. Teen Lab Assistants will be assigned to a single shift on either Thursdays (3:30pm-6:30pm) or Saturdays (8:30am-12:30pm or 12:30pm-4:30pm).

QUALIFICATIONS

- Must be a high school student enrolled in 11th or 12th grade for the 2021-2022 school year. Students enrolled 10th grade for the 2021-2022 school year may be eligible *only* if they have previously participated in an EIS program.
- Expresses an interest in a STEM and/or education field
- Excellent writing, organizational, research and oral communication skills
- Interest and/or experience in working with children or youth
- Professional demeanor and work ethic



- Time commitment: Assigned to a weekly shift on Thursdays (3:30pm-6:30pm) or Saturdays (8:30am-12:30pm or 12:30pm-4:30pm) from September 30th – December 16th, 2021
- Strong calling to support underrepresented communities in STEM through education
- Fluency in Spanish or other second language is a plus but not required

LOGISTICS

Location: 608 51st Street San Diego, California 92114

Compensation: Hours may count towards high school volunteer/community service requirements. Lab Assistants will receive a reference letter for scholarships and college applications

Dates: Weekly shifts on Thursdays (3:30pm-6:30pm) or Saturdays (8:30am-12:30pm or 12:30pm-4:30pm) from September 30th – December 16th, 2021

Application Dates: Applications are due Sunday, September 12th, 2021 at 11:59pm. All applicants will be notified of their status no later than Monday, September 20th, 2021. Applicants may undergo a phone or virtual interview process.

To Apply: Visit: <https://www.tfaforms.com/4925325> for application, or email Robyn Carlson, EIS Programs Coordinator at info@eisca.org with the subject line "Teen Lab Assistant"

