

2024 WINTER PROGRAMS TEEN LAB ASSISTANT

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 for a selected shift from January through March. There will be 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 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 12-14 children ages 7-14 (2nd-8th graders) at EIS.

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- 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.

Afterschool Classes begin on Thursday, January 11th and run through March 14th. Saturday Classes begin on Saturday, January 13th and run through March 23rd (no class February 17th). Teen Lab Assistants will be assigned to a single shift on either Thursdays (3:30pm-6:30pm), 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 2023-2024 school year. Students enrolled 10th grade for the 2023-2024 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
- **Dates and 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 January 11th – March 23rd.
- 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

Application Dates: Applications are due Sunday, December 17th, 2023 at 11:59pm. All applicants will be notified of their status shortly after. Applicants may undergo a phone or virtual interview process.

To Apply: Visit: https://www.regpack.com/reg/templates/build/?g_id=100914163 for application, or email Robyn Carlson, EIS Program Coordinator at info@eisca.org with the subject line "Teen Lab Assistant"

