



Title Program Assistant

Department: Program-Main Department

Pay Rate: \$14/hr.

Reports to: Program Manager-Museum Center

Hours and Schedule: Starting as soon as possible, 20-30 hours per week. Variable but mainly Tuesday-Saturday, some evenings.

Requirements:

1. Must be 18 or older.
2. Must be able to lift 30-40 lbs.
3. Must be able to stand for 4-5 hours at a time.
4. Should have public speaking experience, as well as experience working with children.
5. Experience in a science or teaching field or degree in physics, engineering, geology, or general science is a plus.

Job Description:

1. Present Science programming in museum's STEM and Science Centers to schoolchildren in grades Pre-K through 6th. Training will be provided on specific programs.
2. Staff STEM Center and/or Science Center for public as assigned. Help with tasks and special programs for the Museum Center Programming Department including leading or assisting portions of STEM Day Camps, Friday Family Fun Nights, and Science Open Houses.
3. Opening and closing the Museum Center on Saturdays and lead Saturday family activities as scheduled.
4. Work on updates to museum science exhibits, including coordination with exhibits curator and minimal budgeting.
5. Following COVID guidelines outlined by the museum, including cleaning of exhibits.

To Apply: Please submit cover letter and resume to Patrick Horn at pat@lakeshoremuseum.org or via mail to Lakeshore Museum Center, Attn: Patrick Horn, 430 W. Clay Ave, Muskegon, MI 49440 no later than September15.