

**QT Summer STEAM Early Childhood Educator & Collections Assistant**

**Fairbanks Museum & Planetarium**

**1302 Main Street**

**St. Johnsbury, VT 05819**

This position is part of the Lyndon Economic opportunity AmeriCorps Program (LEAP). LEAP is a national service program that places AmeriCorps members with non-profit organizations throughout the Northeast Kingdom (NEK) of Vermont and surrounding areas to support those organizations in building capacity and expanding their educational and/or environmental services that many communities rely on. LEAP supports members in their path to educational and career attainment through direct service, on-going trainings, and professional development opportunities offered during the service year.

**About Fairbanks Museum:**

Our mission is to inspire appreciation for our place in the natural world and to motivate our stewardship of a healthy planet. The goals of this position are to inspire 4-8 year olds about the natural world through direct service. This service includes instruction on specific subjects as laid out by the Director of Education

**The AmeriCorps STEAM Early Educator will:**

The LEAP member will serve with the Director of Education in the planning and implementation of an outstanding educational camp experiences for all participants. General duties will include planning, curriculum development, student instruction, and program evaluation. Specific duties and responsibilities to include:

* Assist staff in facilitating nature-based education camp for children ages 4 to 8
* Plan and provide daily STEAM activities for extended day camp program (12pm-3pm)
* Assist with butterfly house maintenance, including watering plants and caring for the butterflies
* Supporting botany research and data collection/management for our flower table exhibit and collections department
* Help keep classroom attractive and organized to maximize student learning opportunities
* Keep communication current with museum staff
* Treat children, parents, other teachers and volunteers with respect and dignity
* Exhibit enthusiasm for our mission of “supporting and building on the child’s innate interest in exploring the natural world” through playing outdoors and & engaging children in nature based activities
* Patience and flexibility, ability to relate to young children and adults
* Assist with care of FMP permanent collections through a variety of activities including, but not limited to:
  + Rehousing collections to aid in long-term preservation
  + Cleaning collections
  + Organizing collections storage spaces
  + Cataloging of FMP collections
  + Assist with development and installation of FMP exhibits
  + This includes long-term and short-term exhibits on a variety of primarily natural history-related topics
  + Activities may involve, among others, researching topics, choosing collection specimens and objects, writing text, and uninstalling and installing exhibit materials in display/exhibit cases.

**Marginal Functions:**

* Help set up, break down and attend our educational lectures and presentations.
* Aid in museum public programs while serving with youth from our local schools during summer events, possibly including one fundraising event (Feast with the Beasts) where they talk about their service with our trustees and museum members.
* Disaster Recovery and Relief Service Activities as needed, including mucking out basements, general debris cleanup, supply distribution, providing childcare to volunteers, etc.

**Desired Qualifications:**

Public Speaking, Youth Development, Team Work, Leadership, Fine Arts/Crafts, Teaching/tutoring.

**LEAP Minimum Qualifications:**

* US citizenship status or permanent legal resident;
* 18 years of age or 17 years of age with written parental permission;
* Have a high school diploma or its equivalent or be willing to work towards a high school diploma or its equivalent as part of the service-year successful completion requirement;
* Have no criminal record of convictions for sex offenses or murder;
* Consent to and pass a National Service Criminal History Check and a State of Vermont AHS Child and Adult Abuse Registry Check;
* Commit to the Lyndon Economic opportunity AmeriCorps Program and its ethic of service and personal and professional development of its participants;
* Ability and enthusiasm to drive to, attend, and participate in required training and events;
* Commit to participating in the LEAP data collection process;
* Commit to completing bi-weekly electronic timesheets;
* Commit to participating in member evaluation process.

**Benefits of Service:**

* Education Award upon successful completion of service;
* Student loan forbearance;
* Training and professional development opportunities through host site, LEAP, and SerVermont;
* Mileage reimbursement for service-related travel;
* Access to Schools/Employers of National Service and AmeriCorps alumni network;
* Access to free Member Assistance Program;
* Free or reduced priced housing via host site organization or the Vermont State University – Lyndon Campus;
* Access to 3SquaresVT SNAP benefits;
* Access to professional development funds and mileage reimbursement for service-related travel;
* Full Time positions only: access to health care and childcare assistance.

**Service Conditions:**

Discovery Camps are primarily indoors in the museum’s Balch Nature School building (8am-4pm), plus daily outdoor time in the preschool play yard. Use of museum and its campus is encouraged.

Other camps use the museum campus, STEM Lab, museum classrooms and museum main hall as spaces of learning.

**Tentative Hours for 13 weeks:**

* **8:30 am to 4:30 pm** with appropriate breaks plus mandatory trainings and meetings (includes professional development training time):
* **6 weeks** as Assistant to Discovery Camps, **7 weeks** to assist with our Collections Department
* **Occasional evening, overnight, and weekend duties**: including museum scout sleepovers, Franklin’s Guide sleepover, and assisting with public programs and events as needed.

**Position begins:** May 15, 2025 **Position ends:** August 22, 2025

*This position is: (check one)*

**\_\_\_Full Time:** Requires 1,700 hours for an average of 36 hours per week for one year. Member will receive a living allowance of $25,500 (pre-tax), and an education award of $7,395 (pre-tax) upon successful completion of service. Other benefits include health insurance, federal school loan forbearance, and various training opportunities.

**\_\_\_Half Time:** Requires 900 hours of service. Member will receive a living allowance of $13,500 (pre-tax), and an education award of $3,697.50 (pre-tax) upon successful completion of service. Other benefits include federal school loan forbearance, and various training opportunities.

**\_X\_\_Quarter Time:** Requires 450 hours of service. Member will receive a living allowance of $6,750 (pre-tax), and an education award of $1,956.35 (pre-tax) upon successful completion of service. Other benefits include federal school loan forbearance, and various training opportunities.

**\_\_\_** **Other:** please contact LEAP by phone to discuss any other slot types that may be of interest.

**This position (check one)**

**\_\_X\_does**

**\_\_\_does not**

have recurring access to vulnerable populations (youth, persons over 60, individuals with disabilities).

**To Apply**:

For questions about this position or to send additional materials:

Karina Weiss, Director of Education

Fairbanks Museum & Planetarium

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St. Johnsbury, VT 05819

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**Application deadline: April 30, 2025**

Additional information on AmeriCorps is available at *www.americorps.org.*

**The Lyndon Economic opportunity AmeriCorps Program (LEAP) is hosted by Vermont State University – Lyndon and is an Equal Opportunity Employer. Positions are open to all applicants without regard to race, color, national origin, ethnicity, disability, age, gender, gender identity, sexual orientation, political affiliation, veteran’s status, religion or creed.**