



**Union Station Kansas City, Inc.**  
**Position Description**



**Title:** Early Learning Specialist  
**Department:** Science City  
**Reports to:** Early Learning Supervisor

**Job Summary**

Science City Educators are the public face of Science City (SC, the City), and are a valuable member of the Union Station team. SC Educators help set the tone for visitor interactions and are expected to contribute to a positive, collaborative culture that is conducive to active learning and exploration. Educators work in the City greeting visitors and engaging them in activities, and are required to be approachable, outgoing and engaged with the public while in uniform. Science City Educators assist guests in becoming familiar with exhibits and activities, encourage visitors to experiment, ask questions and provide answers to questions from guests. SC Educators lead activities in Science City and offsite, including creating and delivering educational programs and science demonstrations, facilitating permanent exhibits, developing science content, staffing Science City floor, special events and overnights, and helping assess overall visitor experience. All SC Educators work together to create engaging learning experiences that encourage a sense of wonder and discovery in children of all ages!

Educators are responsible for creating programming with an internal team, on their own, and occasionally in collaboration with community partners. These expectations involve working on the floor of the science center, leading and/or supporting program facilitation, designing imaginative learning experiences, articulating program objectives, and developing learning guides to train volunteers and other collaborators in how to facilitate the programs. In addition, the Early Learning (EL) Specialist combines strong educational background and some experience with developing and delivering early childhood programming and learning opportunities for children ages 0-8 and their adult caregivers as well as experience delivering professional development opportunities for early learning professionals. Programming must be developed to meet Science City's high standards for content, including scientific accuracy, engaging delivery and developmentally appropriate for audience and venue. The EL Specialist works in close collaboration with the EL Supervisor and as a valued member of the Science City team.

**Essential Duties and Responsibilities:**

- In collaboration with the EL Supervisor, responsible for developing and delivering Science City programming and engaging guests in hands-on activities and demonstrations, as well as revising and refreshing Science City programming and content as needed, all with a focus on Early Learners ages 0-8 years old.
- Conduct professional development/training for teaching staff and parents in offsite Head Start classrooms, as well as in our onsite PNC Learning Lab, utilizing the ECHOS (Early Childhood Hands-On Science) Curriculum.
- Seek out and engage guests in exploration, experimentation, and conversation.
- Stays current in science and education related to Science City's content and exhibits.
- Engage with guests in a welcoming, courteous, and professional manner.
- Provide excellent customer service throughout Science City and Union Station.
- Ensure safety standards are followed at all times, including careful redirection of guests as needed and assistance with first aid as needed.
- Support the operations of Science City and Union Station including staffing the science center floor, staffing special events, and enhancing the overall visitor experience.
- Assist with the training of new education team members.
- Demonstrates commitment to Union Station's vision, mission and goals.
- Attends all staff meetings and trainings as required.
- Must be able to work flexible hours including occasional early mornings, nights and weekends as necessary and follow the daily schedule as assigned.
- Other duties as assigned.

*Please note that the above job description is not all inclusive of actual job duties and is meant to give an applicant a basic summary of the job opportunity being offered.*

## **Qualifications**

- Hold a bachelor's or master's degree in early childhood education/child development or a related field. Or hold a similar associate's degree and have a minimum five year's relevant experience.
- Experience translating science and developmental learning concepts into daily experiences to help educators and parents understand how their children learn and their role in that process.
- An understanding of, and interest in, STEM concept development in early learning.
- Experience teaching informally or in a classroom setting with young children.
- Display an outgoing, enthusiastic and friendly personality.
- Be a motivated self-starter who works independently in a proactive manner -- without constant supervision.
- Excellent verbal and written communication skills -- the ability to clearly and effectively communicate with a wide variety of audiences including guests, co-workers, children, teachers, parents/caregivers, community members and management.
- Ability to work collaboratively with the Science City Education team.
- Be able to engage positively with diverse staff and guests.
- Be able to react positively to a rapidly changing environment and make good decisions under pressure.
- Be a minimum of 18 years of age at the date of hire and able to perform each essential duty satisfactorily.
- Have a working knowledge of science and engineering process skills. (preferred)
- Experience working in Head Start Classrooms or with Head Start programs. (preferred)
- Experience working with diverse groups and communities. (preferred)
- Have some customer service experience. (preferred)
- Possess fluency in multiple languages. (preferred)
- Experience in public speaking. (preferred)

## **Requirements**

- Learn operation of all Science City exhibits and spaces. The work environment will often be loud, will include working in confined spaces and will include working outdoors on some days.
- Be available to work one weekend day consistently and work occasional holidays, special events, evenings, overnights and additional weekend time.
- Work on one's feet for long periods of time.
- Be punctual and regular in attendance regardless of assigned shifts.
- Lift up to 25 pounds.
- Conform to required dress code and/or uniform.
- Hold a valid driver's license.

**About Science City:** Science City at Union Station Kansas City, is a dynamic, hands on science center featuring nearly 200 individual interactive exhibits and daily programming and this position is a valued member of that team. Science. Kids of all ages experience the amazing world of science first-hand through fun and engaging exhibits and programs. In addition to daily programs and activities open to all guests, Science City offers onsite curriculum-based programs to school groups (PK-12), outreach programs and an onsite summer camp. STEAM education is at the core of everything in the science center, be it exhibits, demonstrations, classes, shows, presentations, special events or programs. Last year more than 225,000 guests visited Science City. Visit [www.sciencecity.com](http://www.sciencecity.com) for more information.

***OUR MISSION:*** *Union Station Kansas City is dedicated to science education, celebration of community and preservation of history.*

*Union Station Kansas City is committed to employing a drug-free and diverse work force.*

*EOE M/F/D*

**To Apply: Email your résumé and a cover letter describing why you'd like this position at Union Station to: [employment@unionstation.org](mailto:employment@unionstation.org)**