



Immediate Supervisor	PACT Community Education Coordinator	Work Day	3:30-5:15PM	FLSA Status	Non-exempt
Position Summary Introduces students to the fundamentals of flight through hands-on projects such as building and testing rockets, gliders, and other paper airplanes, sparking curiosity about how things fly.					

Basic Duties and Responsibilities

- Aeronautics:
 - Plan and lead hands-on aeronautics projects (e.g., rockets, gliders, paper airplanes)
 - Explain basic principles of flight and aerodynamics in age-appropriate ways
 - Guide students through building, testing, and improving their flying models
 - Foster curiosity and a growth mindset around trial, error, and iteration
- STEM
 - Plan and lead hands-on STEM lessons and experiments/builds (e.g., simple machines, circuits, engineering challenges)
 - Explain basic science and engineering concepts in age-appropriate ways
 - Guide students through the design-build-test process, encouraging problem-solving
 - Foster curiosity and a growth mindset around trial, error, and iteration
- Manage daily attendance and pick-up procedures
- Create and maintain a safe, inclusive, and welcoming environment for all participants
- Enforce program behavior expectations and district policies
- Respond appropriately to minor injuries or incidents and report them to the Community Education Coordinator
- Maintain a clean, organized program space, including set-up and clean-up each session

Work Requirements and Characteristics

Education and Experience	Skill Requirements
A mission-driven individual with a belief in and commitment to PACT's mission, vision, and character-traits.	• Comfortable leading hands-on builds, experiments and testing with safety in mind • Experience working with children/youth in a classroom, camp, coaching, or similar setting preferred • Ability to pass a background check • Strong communication and relationship-building skills with children and parents • Reliable and able to commit to the program's schedule

Hazardous Working Conditions and/or Exposure	See Physical Demands & Working Environment Chart
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This position description reflects an accurate summarization of the current duties and responsibilities assigned to the position and may be subject to other duties as assigned.

Following the School Calendar