

2024 SUMMER CAMP VOLUNTEER 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 from June 17th until August 9th. There will be at least one day of orientation and training prior to the beginning of camp. Teen Lab Assistants will be assigned to a minimum of 2 weeks of Summer Camp, Monday through Friday from 8:30am-4:30pm (weeks do not have to be consecutive unless the session is

noted for 2 weeks). Lab Assistants assigned to FIRE Up! must be female identifying+ with a strong interest in technology, coding, and robotics.

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 eight-week long science summer camp.

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 experiments with a group of up to 14 children ages 7-14 (2nd-8th graders) at the EIS Summer Camp. EIS Summer Camp begins June 17th and runs through August 9th. Teen Lab Assistants will be assigned to a minimum of 2 weeks, working daily shifts Monday-Friday from 8:30am-4:30pm (weeks do not have to be consecutive unless the session is noted for 2 weeks).

- Assist STEM Instructors with lessons, activities, and science experiments with a group of approximately 14 children ages 7-14 (2nd-8th graders) at EIS.
- 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.

QUALIFICATIONS

- Must be a high school student entering 11th or 12th grade for the upcoming 2024-2025 school year. Students entering 10th grade for the 2024-2025 school year may be eligible *only* if they have previously participated in an EIS program.
- Express 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
- Time commitment: Minimum of 2 weeks of Summer Camp, Monday through Friday from 8:30am-4:30pm (weeks do not have to be consecutive unless the session is noted for 2 weeks)
- Strong calling to support underrepresented communities in STEM through education



- Fluency in Spanish or other second language is a plus but not required
- Must provide proof of COVID-19 Vaccination

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 Friday, May 24, 2024 at 12:00pm. 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=100915532 for application, or email info@eisca.org with the subject line "Teen Lab Assistant"

