

JOB VACANCY

Program Coordinator

Organization Summary

The Children's Museum exists to spark kids' creative learning. As a non-profit charitable organization, we believe in the potential of all children and provide an interactive learning environment that nurtures the power of imagination and spirit of self-discovery.

Position Summary

As a member of the Visitor Experience team, the Program Coordinator is responsible for the planning, delivery, supervision, and evaluation of museum programs for the target audience of children ten years and under, their families, and their caregivers. With particular emphasis on public programming and birthday parties, the Program Coordinator leads the Program Interpreter Level I team and works in cooperation with other museum staff to ensure all visitors to the museum have a positive experience.

Department: Visitor Experience
Reports To: Director of Education & Exhibits
Hours: Full time, 35 hour/week salaried position, Wednesday - Sunday
 Occasional overtime and/or evening and weekend work as required
Salary & Benefits: \$28,000 – \$38,000 annually
 Eligible for Employee Benefits Program

Responsibilities

- | | Time |
|---|-------------|
| <ul style="list-style-type: none"> Implementing the museum's annual programming calendar by planning, coordinating, delivering, and evaluating special programming (such as Spring Break, June Balloon, Halloween Howl, Top Hats & Tiaras, and Family Night Out Fundraisers) and birthdays within budget, and delivering school programs | 80% |
| <ul style="list-style-type: none"> Supervising Program Interpreter Level I staff and assigned volunteers | 10% |
| <ul style="list-style-type: none"> Leadership in delivery of exemplary customer service including functioning as Manager On Duty as required | 5% |
| <ul style="list-style-type: none"> Other duties as assigned | 5% |

Education

- Undergraduate degree in an applicable area such as elementary/early childhood education, recreation, museum studies, event planning, or theatre

Experience

- Three years of successful experience working directly in the planning, development, coordination, and delivery of programs for children ten and under in non-traditional educational environments and/or interpretive settings
- Proven successful track record in staff and volunteer supervision

Skills Required

- Experience and creative ability in program planning and delivery
- Ability to effectively communicate in an enthusiastic and engaging manner with children and adults in a non-traditional, educational environment
- Excellent computer, oral, and written communication skills
- Ability to exercise sound judgment with creative approaches to problem solving
- Ability to work independently and in a team environment with staff and volunteers
- Comprehensive understanding of educational principles, child development theory, and experiential learning
- Adaptable to changing situations
- Ability to handle several tasks simultaneously
- Public speaking skills
- Leadership skills
- Well-developed organizational skills and strategies
- Cultural awareness and sensitivity to working with staff, volunteers, and other stakeholders with a wide variety of needs

Skills Desired

- Ability to work in both official languages an asset

To Apply

- Forward resume and cover letter outlining suitability for this position to Allie Alsop, Director of Education & Exhibits, at aalsop@childrensmuseum.com.
- Applicant must demonstrate acceptable results on a Police Information/Vulnerable Sector Check and a Child Abuse Registry Check. Checks must be received in advance of start date.

Deadline

- Monday, August 2, 2021 at 4:30PM
- Interviews may be conducted as suitable applications are received.