



JOB VACANCY Education 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 Education Coordinator is responsible for the planning, delivery, supervision, and evaluation of museum programs for the target audience of children nine years and under, their families, school classes, and daycares in both official languages. The Education Coordinator also oversees a number of special events, our Day Camp program, and leads the Program Interpreter Level II team. The Education Coordinator works in cooperation with other museum staff to ensure all museum guests and visitors have a positive experience.

Department: Visitor Experience
Reports To: Director of Education & Exhibits
Hours: Full time, 35 hour/week salaried position, Monday – Friday work week
Occasional overtime and/or evening work as required
Salary & Benefits: \$33,000 – \$43,000 annually
Eligible for Employee Benefits Program

Responsibilities

- | | Time |
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| • Implementing the museum's annual programming plan by developing, coordinating, delivering, and evaluating school programs, Mini Monday, Day Camp, STEAM Club, Spark Box, and assigned special events/activities/outreach within budget | 70% |
| • Directly supervising Program Interpreter Level II staff and assigned volunteers | 10% |
| • Leadership in delivery of exemplary customer service including functioning as Manager On Duty as required | 5% |
| • Participation in annual budgeting and strategic and organizational planning | 5% |
| • Participation in public appearances, media, and other interviews | 5% |
| • Other duties as assigned | 5% |

Education

- Completed post-secondary education in elementary education and/or early childhood education

Experience

- Minimum one year of experience in a supervisory role
- Minimum one year of experience in planning, developing, coordinating, and delivering children's programs
- Experience in customer service
- Experience in a non-traditional educational setting
- Experience working with communities with diverse needs

Skills Required

- Ability to work (lead programs, read, write, speak) in both official languages
- Ability to effectively communicate in an enthusiastic and engaging manner with children and adults in a non-traditional educational environment
- Creative approaches to problem solving
- Ability to work independently and in a team environment with staff and volunteers
- 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

- Comprehensive understanding of education principles, child development theory, and experiential learning
- Detailed knowledge of the Manitoba early years curriculum
- Possession of a Class 5 driver's license and access to a reliable vehicle

To Apply

- Forward resume and cover letter outlining suitability for this position to Sara Hancheruk, Executive Director, at shancheruk@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

- Ongoing until a suitable candidate is found