



Where creativity runs wild

Program Coordinator Job Description

Job Description: Working with the Director of Education, this team member will be responsible for leading various educational programs including the planning and facilitating of hands-on science to early education and elementary age children. Our ideal candidate is a creative educator with experience in early childhood and elementary education and an interest in local partnerships and community outreach.

Hiring Timeline: Applications accepted & interviews taking place on rolling basis.

To apply, visit our website at <https://www.jhcm.org/careers> to learn more. Email us at info@jhcm.org with a cover letter and resume.

Salary and Benefits: Salary DOE, excellent benefit package including five weeks of PTO, paid holidays, 80% employer paid medical and dental insurance, SIMPLE IRA with match, 4-day work week and flexible schedule, and a spectacular team of educators and professionals.

Roles and Responsibilities in order of priority:

- **Education Faculty:**
 - Support or lead STEAM, Afterschool, Summer Camp, and/or Patron Programs
 - Facilitate student check in and check out
 - Engage children in safe exploration, play, and learning.
 - Help to reset classrooms, workshops, and Museum space after use.
 - Manage child behavior and group dynamics based on JHCM policies.
 - Collaborate with the JHCM staff to ensure the smooth function of all programs.
 - Communicate with families and partner organizations as necessary.

- **Museum Staff and Play-Engineer:**
 - Use software to assist guests at the front desk and manage daily reservation process
 - Serve as a play engineer, engaging guests with exhibits and education opportunities.
 - Serve as museum, member, or special event staff as needed.
 - Support the delivery of private Museum events and programs

- **Active Member of Museum Team**
 - Attend weekly staff meetings, monthly Museum meetings, Education Team meetings where appropriate
 - Support all JHCM operations as needed
 - Direct business and philanthropic opportunities to JHCM leadership team

- **Partnership Coordination**
 - Manage partners for community programming with director of education
 - Coordinate with partners on implementation day-of Community Program days
 - Manage partnerships across other JHCM programming including guest programming for Summer Camps and Museum (e.g. Community Connections)

- **Volunteer Coordinator:**

- Manage volunteer recruitment and appreciation efforts.
- Communicate effectively with potential volunteers and JHCM staff.
- Identify opportunities for enhancing engagement of volunteers with the Museum.

Our ideal candidate:

- You are an enthusiastic educator (formal/informal) looking to work in mission driven organization
- You are an experienced, creative science educator
- You are organized & a strong communicator when it comes to coordinating programming logistics
- You have experience with and are passionate about working with young children
- You have experience in educational partnerships and community building

Skills & Experience Required:

- 2+ years of experience educating or working in an educational environment
- Bachelor's degree in education or related field.
- Experience coordinating and overseeing programming
- Experience collaborating with schools and/or education nonprofits.
- Local experience is preferred
- Ability to communicate constructively and effectively
- Ability to reflect and grow; to proactively give and receive feedback
- Effective working in a team setting