



Where creativity runs wild

K-5 PROGRAM COORDINATOR [Full Time]

Job Description: The K-5 program coordinator is responsible for driving K-5 programming, with primary coordination of Afterschool and Summer Camps. In collaboration with the director of education and education team, this position will support all execution of K-5 programming across the organization.

Hiring Timeline: Applications accepted & interviews taking place on rolling basis. Position will start in June/July 2024.

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 & responsibilities:

Summer Camp Program Planning and Implementation:

- Coordinate planning, staffing and curricular development for K/2 and 3-5 Summer Camp sessions.
- Collaborate directly with director of education and education team
- Lead instruction of at least half of Summer Camps and assist with others
- Maintain JHCM standards and protocols for all programs.
- Build and maintain relationships with community partners in collaboration with community programs coordinator

Afterschool Program Planning and Implementation:

- Plan curriculum for 3 sessions (Fall, Winter, Spring) of Afterschool programs.
- Collaborate directly with director of education and partners, e.g. Teton Literacy Center and TCSD
- Lead instruction of Afterschool programs
- Build and maintain relationships with community partners in collaboration with community programs coordinator

STEAM Planning and Implementation:

- Co-Plan curriculum for STEAM programs across all Teton County K-5 classrooms.
- Collaborate directly with director of education and education team
- Co-Lead instruction of STEAM,
- Maintain JHCM standards and protocols for all programs.
- Build and maintain relationships with community partners in collaboration with community programs coordinator

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 museum guests with exhibits and educational opportunities.
- Serve as museum, member, or special event staff as needed.

Education Faculty

PO Box 995, Jackson, WY 83001

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- Communicate with parents of Afterschool, Summer Camp and STEAM programs as needed
- Coordinate with director of operations on registration and marketing needs
- Constructive and active member of all Education Team meetings and responsibilities

Our ideal candidate:

- You are an enthusiastic educator (formal/informal) looking to work in mission driven organization
- You love being an active participant in the community.
- 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

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