



Play. Create. Explore. Discover.

EDUCATION FACULTY & COMMUNICATIONS COORDINATOR in Jackson, Wyoming

Job Summary

Under direction from the Director of Education, this team member will be responsible for leading various educational programs and coordinating relevant grant reporting surveys and data collection. Under direction from the Director of Operations, this team member will be responsible for creating communications and marketing materials.

Schedule: 35 - 40 hrs

Pay Rate: \$20/hr, plus benefits

Reports to: Director of Education

Primary Responsibilities:

Education Faculty (60%):

- Support or lead STEAM, Afterschool, Summer Camp, and/or Patron Programs as assigned.
- Facilitate student check in and check out, including daily health screenings.
- 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.
- Maintain Department of Family Services standards and protocols for facility and programs.

Museum Staff and Play-Engineer (10%):

- Use Flipcause software to assist guests at the front desk.
- Serve as a “play engineer” engaging guests with exhibits and educational opportunities.
- Serve as Museum, Member, or Special Event staff as needed.

Grant Reporting (15%)

- Work directly with the Director of Education to:
 - Develop, plan, and execute program monitoring and outcome reporting strategies including surveys and other data collection methods in accordance with various grant requirements.
 - Compile and summarize data for extraction and use with grant reporting needs.

Communications and Marketing (15%):

- Work directly with the Director of Development to:
 - Develop Social Media and Newsletter content consistent with Brand Guidelines.
 - Follow cross-promotional agreements with partner organizations including Event Sponsors, Exhibit Sponsors, and granting organizations.
 - Create professional-grade photos, videos, and other media.

155 N. Jean Street, PO Box 995, Jackson, WY 83001

307-733-3996 info@jhchildrensmuseum.org www.jhchildrensmuseum.org

Qualifications & Requirements:

- Experience and enthusiasm for working with preschool and elementary aged children from diverse socioeconomic and cultural backgrounds.
- Positive attitude and proactive work ethic.
- Strong organizational skills and attention to detail in documents and physical spaces.
- Ability to follow and implement Department of Family Services licensing requirements.
- Ability to meet Department of Family Services License Director certification requirements.
- Ability to multitask effectively in stimulating environments.
- Strong group time management skills.
- Strong communications skills for a wide range of audiences and age groups.
- Ability to be adaptable, flexible, and patient.
- Background check is required.
- First Aid and CPR certification is required.
- Preferred: Bachelor's degree or higher in education or related field

About the Jackson Hole Children's Museum

"Play. Create. Explore. Discover." At the Jackson Hole Children's Museum, we encourage local and visiting families to examine the world together through interactive, hands-on exhibits and educational programs in the arts and sciences. We aim to help children and grown-ups of all ages build a love of learning through collaborative play and creative problem-solving in a nurturing environment.

Our Pre-K-5, afterschool and summer programs are designed to enrich children's natural curiosity through diverse, child-centered and teacher-guided explorations. Utilizing an inquiry-based approach, children come up with their own questions to investigate, devise their own inferences and develop their own conclusions.

Learn more about our programs at <https://www.jhchildrensmuseum.org>

To Apply

Email cover letter and resume to info@jhchildrensmuseum.org with the title "Afterschool and Summer Camp Coordinator" included the subject line.

Applications will be reviewed on a rolling basis, but for priority consideration please submit your application by May 1st, 2021.