



Play. Create. Explore. Discover.

AFTERSCHOOL AND SUMMER CAMP COORDINATOR in Jackson, Wyoming

Job Summary

The JH Children's Museum is seeking an enthusiastic and motivated individual to join our team as a Summer Camp and Afterschool Program Coordinator. This team member will serve as the lead teacher to prepare and deliver student-centered programs for Teton County youth.

This position is ideal for candidates seeking a playful and creative indoor/outdoor work environment, interested in child development, and informal classroom education. This is a full time, year round role with benefits.

Start date: Mid- to Late-May

Schedule: 35 - 40 hrs

Base Pay Rate: \$20/hr, negotiable DOE, plus benefits

Primary Responsibilities:

Afterschool Program Planning and Implementation (35%):

- Plan curriculum for 3 sessions (Fall, Winter, Spring) of K/1 and 2-5 Afterschool programs.
- Collaborate directly with JHCM Director of Education and Teton Literacy Center.
- Lead instruction of Afterschool programs Monday-Friday.
- Maintain Department of Family Services standards and protocols for facility and programs.
 - Communicate with Department of Family Services staff as necessary for licensing.
 - Maintain appropriate staff records, student registration and attendance records.
- Build and maintain relationships with community partners.

Summer Camp Program Planning and Implementation (35%):

- Plan curriculum for at least 8 K/1 and 2-6 Summer Camp sessions beginning in 2022.
- Collaborate directly with JHCM Director of Education and Education Faculty.
- Lead instruction of at least 6 Summer Camps and assist with others.
- Maintain JHCM standards and protocols for all programs.
- Build and maintain relationships with community partners.

Museum Staff and Play-Engineer (20%):

- Use Flipcause software to assist guests at the front desk.
- Serve as a play engineer, engaging museum guests with exhibits and educational opportunities.
- Serve as museum, member, or special event staff as needed.
- Clean and reset exhibit spaces.

Administrative (10%)

- Communicate with JHCM Staff via email, phone, and in person conversations.
- Communicate with parents of Afterschool and Summer Camp programs via email, phone, and in person conversations.

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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.