POSITION TITLE: Early Childhood Coordinator

DIRECT ACCOUNTABILITY: Public Programs Manager

QUALIFICATIONS: Bachelors degree in early childhood education with two years teaching experience in a formal or informal setting. Previous customer services experience a plus. Good communication skills and the ability to speak before large audiences. Attention to safety techniques and effectively able to control crowds. Have the ability to work under pressure in constantly changing conditions. Have the ability to stand for long periods of time. Must be available to work holidays, weekends and evenings, and be able to lift 50 pounds.

SUMMARY: The Early Childhood Coordinator will coordinate the design and implementation of our onsite and offsite early childhood education programs for ages birth – 8 years that integrate our education philosophy.

DUTIES AND RESPONSIBILITIES:

1. Develop and/or teach fee-based early childhood programs daily to the general public on the museum floor.
2. Work with the Development and Marketing departments to generate grants and funding opportunities in the area of early childhood education.
3. Work with community partners to provide excellent early childhood programming such as the Sprouting STEM program initiative.
4. Teach programs to children age’s birth – 8 years, including Family Science Nights, outreaches, labs, demonstrations, presentations and theater shows.
5. Create home school early childhood workshops and parent classes.
6. Develop and teach early childhood camps, classes, story times, birthday parties, and family workshop series.
7. Provide excellent customer service to all museum visitors.
8. Train floor staff and volunteers to interact with Museum visitors on a daily basis by demonstrating the early childhood concepts behind the Museum exhibits.
9. Must have a valid driver license, insurance, and car to deliver outreach programs to schools, day care centers and festivals at various locations.
10. Learn how to handle animals by taking and passing all levels of the animal handling training program (level 1-3).
11. Operate the MaxFlight, Airboat Adventure, 7D Theater, and the Mars Rover rides as needed on a daily basis.
12. Greet school and recreation groups throughout the year.
13. Develop early childhood programming that aligns with traveling exhibits, films and special events.
14. Perform these and all other duties assigned by Public Programs Managers, the Vice President of Programs, Life Sciences, and Exhibits and the President/CEO.

COMPETENCIES:

1. Written and Verbal Communication Skills.
2. Excellent customer service skills.
3. Time Management.
4. Ability to work with little or no supervision.
5. Detail oriented and excellent organizational skills.
6. Excellent analytical, critical thinking and problem solving skills.
7. Ability to handle multiple projects simultaneously and independently.
8. Proven self-starter with demonstrated ability to make decisions.
9. Excellent relationship building, interpersonal and leadership skills.
11. Personal Effectiveness/Credibility.
12. Flexibility.
15. Project Management.
16. First Aid, CPR and AED Certification within 90 days of start.

SUPERVISORY RESPONSIBILITY:

This position trains and supervises part time staff and volunteers during events. Responsible for coordination and implementation of fee-based programs.

WORK ENVIRONMENT:

This job operates in a fast-paced, informal educational museum setting. Must be able to perform the following physical behaviors repetitively throughout a shift: standing, walking, handling, reaching horizontally, grasping firmly, reaching above the shoulder, reaching below the waist, pushing buttons, bending, twisting, stooping, squatting, crouching, kneeling, pushing, sitting on the floor and carrying items upstairs. Must be able to lift and carry up to 50 lbs. Position may include indoors and outdoors in extreme temperatures.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time, exempt position, 80 hours per bi-weekly pay schedule. Days and hours of work will vary depending on Programs scheduling requirements. Must be available mornings, evenings and/or weekends, holidays and overnights.

Updated 1.2019
TRAVEL:

Occasional overnight travel is expected for this position. There will also be local day travel.

REQUIRED EDUCATION AND EXPERIENCE:

College degree in Early Childhood Education with 2 years experience in a Museum or educational setting.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

Must have class E driver license and insurance if using your own vehicle.