

# **EUGENE SCIENCE CENTER POSITION DESCRIPTION**

## **Programs Coordinator**

(2022-12-06)

**SUPERVISOR:** Education Director

### **MAIN FUNCTION**

The Programs Coordinator provides a wide variety of STEAM-themed educational experiences such as facilitating public programs and birthday party activities, leading Enrichment Labs for visiting school groups, coordinating camps and workshops, creating program curriculum, and facilitating occasional planetarium shows. He/She/They will also assist the Education Director in the development of new educational programs and experiences, and work in collaboration with the Planetarium Manager on creating and delivering planetarium educational programs.

### **DUTIES AND RESPONSIBILITIES**

#### **Educational Programs (95%)**

Creates and maintains a positive environment to encourage active learning and fun for all students, campers, and guests.

Develops, implements, and facilitates engaging STEAM activity lessons for workshops, camps, school programs, outreach programs and events, onsite public programming, birthday parties, planetarium shows, and other special events.

Maintains supplies, technology, and materials needed for programs and activities.

Coordinates the operation and logistics of camps and no-school-day workshops

Works with others to grow our volunteer program and to ensure best practices in volunteer management (including: recruitment, intake, assignment, training, evaluation and recognition).

Assists with grant writing to create new, and sustain existing, education programs.

#### **Other Duties (5%)**

Participates in select cross-department projects and initiatives.

Makes external connections to the educational and vocational communities.

Assists the organization by performing other duties, consistent with the position, as assigned.

### **SUPERVISION OF OTHERS**

Supervision of seasonal camp and no-school day staff, volunteers, and interns.

## **EXPERIENCE AND SKILLS**

Two+ years of college or associate's degree preferred (Early Childhood, Education, or STEM field preferred)

Experience working with children ages 3 and up in a formal or informal educational setting

Experience in informal education or camp settings strongly preferred

Curiosity about science and a passion for sharing scientific knowledge with children and adults

Ability to research and develop a variety of hands-on educational science activities

Strong presentation and/or performance skills

Good organizational skills and attention to detail

Excellent customer service skills

Ability to handle multiple ongoing projects

Good communication skills and ability to work as part of a team

Ability to take initiative on new projects and self-direct when appropriate

Ability to act in emergency situations based on protocols

Computer literacy: Microsoft Office suite, Gmail, POS

Reliable transportation and driver's license with good safety record

Fluent in both Spanish and English strongly preferred

## **WORKING CONDITIONS**

Fast-paced, non-profit, hands-on museum environment. Must be able to have the flexibility to also work occasional alternate days, holidays, weekends, and evenings. Must be able to work on many projects simultaneously despite frequent interruptions. Must work well in both an individual and team setting. Must be able to lift and move furniture, exhibits, and boxes of supplies up to 25lbs. Must be able to work outside in any weather for part of each day, walk on museum and park property including hikes. This position is not appropriate for individuals with high risk factors for COVID-19. All Eugene Science Center staff and volunteers are required to remain up to date with their COVID-19 vaccinations. Must become First Aid and CPR Certified prior to implementation of camps and workshops.

## **TIME COMMITMENT**

Full time, non-exempt position (40 hours per week; preferably Tues-Sat during school year and Mon-Fri during summer and school holiday breaks). Weekend, holiday, and occasional evening work required.

## **SALARY AND BENEFITS**

Starting salary is between \$32,000 and \$34,000 based on experience and qualifications. Full Eugene Science Center benefits provided.

***Eugene Science Center is an Equal Opportunity Employer***