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