

## JOB VACANCY

### Program Coordinator

#### Organization Summary

The Children's Museum exists to spark kids' creative learning. As a non-profit charitable organization, we believe in the potential of all children and provide an interactive learning environment that nurtures the power of imagination and spirit of self-discovery.

#### Position Summary

As a member of the Visitor Experience team, the Program Coordinator is responsible for the planning, delivery, supervision, and evaluation of museum programs for the target audience of children ten years and under, their families, and their caregivers. With particular emphasis on public programming and birthday parties, the Program Coordinator leads the Program Interpreter Level I team and works in cooperation with other museum staff to ensure all visitors to the museum have a positive experience.

<b>Department:</b>	Visitor Experience
<b>Reports To:</b>	Director of Education & Exhibits
<b>Hours:</b>	Full time, 35 hour/week salaried position, Wednesday - Sunday Occasional overtime and/or evening and weekend work as required
<b>Salary &amp; Benefits:</b>	\$30,000 - \$40,000 annually Eligible for Employee Benefits Program

#### Responsibilities

	<b>Time</b>
<ul style="list-style-type: none"> <li>Implementing the museum's annual programming calendar by planning, coordinating, delivering, and evaluating special programming (such as Spring Break, June Balloon, Halloween Howl, Top Hats &amp; Tiaras, and Family Night Out Fundraisers) and birthdays within budget, and delivering school programs</li> </ul>	80%
<ul style="list-style-type: none"> <li>Supervising Program Interpreter Level I staff and assigned volunteers</li> </ul>	10%
<ul style="list-style-type: none"> <li>Leadership in delivery of exemplary customer service including functioning as Manager On Duty as required</li> </ul>	5%
<ul style="list-style-type: none"> <li>Other duties as assigned</li> </ul>	5%

#### Education

- Undergraduate degree in an applicable area such as elementary/early childhood education, recreation, museum studies, event planning, or theatre

#### Experience

- Three years of successful experience working directly in the planning, development, coordination, and delivery of programs for children ten and under in non-traditional, interpretive settings
- Proven successful track record in staff and volunteer supervision

## Skills Required

- Experience and creative ability in program planning and delivery
- Ability to effectively communicate in an enthusiastic and engaging manner with children and adults in a non-traditional, educational environment
- Excellent computer, oral, and written communication skills
- Ability to exercise sound judgment with creative approaches to problem solving
- Ability to work independently and in a team environment with staff and volunteers
- Comprehensive understanding of educational principles, child development theory, and experiential learning
- Adaptable to changing situations
- Ability to handle several tasks simultaneously in an organized manner
- Public speaking skills
- Leadership skills
- Well-developed organizational skills and strategies
- Cultural awareness and sensitivity to working with staff, volunteers, and other stakeholders with a wide variety of needs

## Skills Desired

- Ability to work in both official languages an asset

## Conditions Of Employment

- Acceptable results on a Police Information/Vulnerable Sector Check and Child Abuse Registry Check
- Proof of COVID-19 Immunization
- Use of provided face mask

## To Apply

- Forward resume and cover letter outlining suitability for this position to Andrea Brickwood, Director of Education & Exhibits, at [abrickwood@childrensmuseum.com](mailto:abrickwood@childrensmuseum.com).
- The Children's Museum is committed to fostering a working environment that supports diversity, equity and inclusion; and welcomes applications from all, especially those from under-represented groups. If you require accommodation when applying, please contact [abrickwood@childrensmuseum.com](mailto:abrickwood@childrensmuseum.com)

## Deadline

- Friday June 17, 2022 at 4:00PM
- Interviews may be conducted as suitable applications are received.