



Afterschool Program

Coordinator

Job Description

Requirements:

- Must have previous experience working with children
- Graduation from college or university with a degree **OR** classroom hours in Early Childhood Education, Elementary Education, Child Development, Science Education, Art Education or a related major supplemented by relevant work experience; **OR** any other training and experience that provides the required knowledge, skills and abilities
- Experience with hands-on, interactive curriculum delivery methods
- Ability to maintain respectful classroom environment
- Must be comfortable with having a role of responsibility, working independently and exhibit initiative
- Good communication skills and collaborative work ethic required
- Valid Driver's License

Responsibilities Include:

- Familiarize yourself with the various education programs and attend required training presented by Museum staff
- Assist and/or lead research and development of STEAM (Science, Technology, Engineering, Arts and Math) curriculum in education programs
- Facilitate scheduled afterschool programs within the community
- Facilitate in set-up, clean-up and preparation of program
- Directly supervise children in program and engaged with on-site staff to manage any behavior issues
- Inquiry-based interaction and engagement with children
- Coordinate schedule with Education Manager & Program Supervisor
- Manage transportation for self and volunteers to and from program sites utilizing museum vehicle
- Supervise and manage volunteers during afterschool program

Schedule Requirements:

- Afternoons 1:30 to 6:00pm Tuesdays and Thursdays and other office/prep hours, these are flexible

Pay Scale:

- \$10 per hour; up to 20 hours a week

Applications accepted until position is filled.

Send application and resume to Jenny Raisbeck, School Programs & Outreach Educator,

jraisbeck@normal.org