

Program Coordinator

The Program Coordinator is responsible for development, coordination, and delivery of educational programs for a variety of audiences. The Program Coordinator plays an integral role in creating exceptional educational experiences and is expected to demonstrate excellent customer service, audience engagement, and problem-solving skills. Coordinators will specialize in new and existing programs offered by the Museum, including but not limited to:

- Scout workshops (both BSA and GSA programs) and Summer Camp, in addition to exploring new offerings (will deliver at least 50% of Scout programs, and deliver and/or coordinate 100% of Summer Camp programs).
- Fee-based and funded offsite educational programs focused largely on experiences for outreach to Flint, Pontiac, Detroit, and other SE MI classrooms.
- Public engagement programs.

Responsibilities include: Develop strategies to deliver science experiences that will enable a better understanding of the natural world. Interface with a variety of education-related constituents including but not limited to teachers, school administration, youth organizations, community program coordinators. Coordinate program spaces, materials, and staff to fulfill set schedules. Execute program deliverables. Additional duties as assigned. **Requirements:** At least 3 years of experience teaching youth (especially elementary/middle school) in formal and/or informal setting. Undergraduate degree required; majors in Science or Education preferred. Certification in elementary or middle school education is also preferred. Demonstrated experience coordinating program delivery. Demonstrated ability to develop and implement a training program. Minimum of one season's experience in a summer camp setting (counselor, director) required for Coordinator positions focusing on youth programs. Working knowledge of Boy Scouts of America and Girl Scouts of America structure, advancement, and requirements required for Coordinator positions focusing on Scout programs. Strong, broad knowledge of science concepts. Enthusiasm for subject matter, and eagerness to share that enthusiasm with a diverse audience and learners of all ages. Demonstrated experience with and understanding of a variety of content delivery methods. Willing to try new ideas to keep up with current developments in education. Excellent customer service, writing, active listening, and public speaking skills. Demonstrated problem solving experience. Positive, professional, and engaging demeanor. Proficient in business software systems in order to effectively complete work assignments. (for example, Word, Excel, PowerPoint, Outlook, OneDrive, InDesign). Strong organizational skills. Must possess a valid Michigan driver's license with satisfactory driving record. there are three part-time positions available: **Two work 25 hours per week, while the third works 30 hours per week. These positions will be eligible for paid time off, as well as participation in Cranbrook's retirement program.**