

Youth Programs Educator

Full Time

Job Summary: Works closely with the Youth Development Coordinator to help develop and implement volunteer opportunities, off-site middle school after school programs, including public programs, in-house and outreach school programs.

Work Schedule and Conditions: Weekly schedule of 40 hours per week, Monday- Friday (occasional weekend work required). Frequently required to assist in lifting and carrying heavy objects and materials.

Primary responsibilities and duties include, but are not limited to:

Youth Programs

- Report to and is supervised Youth Development Coordinator
- Assists in the management of Youth Programs, MAPs, and Camp revenue and expenses
- Attend regular meetings including but not limited to department meetings, trainings, professional development
- Provide and/or facilitate monthly staff meetings
- Develop systems to improve program operations, coordination and collaboration
- Assist the education team in planning and creating relevant exhibit-based and special events education programs.
- Participate in department, school, and parent meetings.
- Travel to sites of programs.
- Plan, carry out, and prepare materials for daily curriculum.
- Interact appropriately with children during all phases of the day.
- Manage student behavior at sites by establishing and consistently enforcing rules and procedures using positive child guidance techniques.
- Encourage and monitor the progress of individual students.

- Maintain student attendance records, database, and statistics
- Treat each child with respect and dignity. Be supportive of cultural differences and different family structures.
- Develop content of middle and high school programs and implementation of programs.

Camp

- Assists in management of EdVenture's camp offerings including summer, winter and spring break camps.
- Assists in coordination of publicity and promotion of camp offerings with the Marketing Department
- Supervise the preparation and distribution of camp brochures and any other printed materials necessary to promote camp offerings
- Assists in recruitment of and contract lead educators, paid support staff, and volunteer support staff
- Manage purchase of, stock, and distribution of all camp supplies
- Assist the education team in planning and creating relevant exhibit-based STEAM education programs.
- Manage all registration, medical authorization, and authorized pick up forms for each camper
- Supervise each camp to ensure that each camp is carried out and all programs are implemented.
- Report to Coordinator and parents any accidents, incidents, or issues.

Volunteer Opportunities

- Assists in the management of MAPs and youth volunteer program including, but not limited to, job development, recruiting, orientation and training, supervising and managing volunteers
- Plan volunteer outreach to the community.
- Prepare volunteer position descriptions
- Maintain volunteer records, database, and statistics
- Supervise volunteers
- Develop and implement formal and informal volunteer appreciate and recognition programs.

- Develop, maintain, and evaluate volunteer activities to retain on-going volunteers.
- Work with staff to handle any volunteer concerns or issues.
- Provide ongoing communication, support, and guidance for volunteers
- Special projects as assigned.

Knowledge, Skills and Abilities Required

Minimum Qualifications: High School Diploma or equivalent, BA/BS in education or child development, Masters in Education, M. Ed/MAT (preferred but not required)

Minimum of three years experience in education, child development or other related areas.

Key Competencies:

- Self motivation, high energy level, strong verbal and written communication skills, attention to detail, high work standards, problem solving, decision making, organizing and planning, ability to manage stressful situations, flexibility, adaptability, and initiative.