



School & Group Coordinator

Full time, Benefited

Do you play well with Otters? If so, come join our team. The Wild Center (TWC) is looking for a new creative and adventurous team member who is dedicated to connecting people of all ages to the Adirondacks. The **School & Group Coordinator** works collaboratively as a part of the Education team to provide exceptional in-person and digital experiences to museum audiences. The position oversees the TWC's yearly K-College education offerings and private group programming, while building relationships with teachers and supporting science standards. The job includes managing all aspects of program coordination including: reservations, scheduling, communication/marketing, and program logistics. Our team delivers interactive, innovative experiences to visitors of all ages across our campus through handling live animals, leading hikes or canoe trips, and Science on a Sphere programs. Come be a part of a team that values creativity, enthusiasm, learning together, and having fun while working in a supportive atmosphere.

Essential Duties & Responsibilities:

- Coordinate K-College education programs and private group visits. Manage all aspects of group visits including: scheduling, programs, logistics and onsite customer service.
- Deliver exceptional customer service and visitor experience in alignment with The Wild Center's mission and brand in support of diversity, equity, accessibility, and inclusion.
- Build and retain relationships with teachers, school districts and through strong communication, networking, and direct work with NYS BOCES.
- Creatively design, deliver and implement natural history and STEAM based programs that support NYS Science Learning Standards and NYS Next Generation Science standards.
- Communicate and coordinate schedules and support for program staff and interns.
- Write promotional marketing material to maintain website content, video interfaces, email newsletters, and museum publications.
- Incorporate technology into programming through use of Science on a Sphere, community science applications, and innovative technology.
- Develop, market, and deliver engaging, digital programming for school and other groups over a variety of digital platforms including Zoom, Google Meets, and Webex.
- Work schedule Tuesday-Saturday, 40 hour work week. Some holidays and occasional evening work may be required.

Qualifications:

- Flexibility and the ability to adapt to change - work in a dynamic setting with shifting daily duties and enjoy working in a fast-paced creative and supportive team environment.
- Organization and time management skills - work on multiple tasks and provide high attention to detail; create management and supervision systems that support teamwork.
- Positive attitude and a willingness to work with people - excellent personal and customer service skills; creative, enthusiastic, and positive attitude are all essential.
- Teamwork and collaboration - work in a team based environment, supporting across departments to assist management of programs, events, and exhibits.
- Self-motivated - seek opportunities to learn, grow, and thrive independently.

- Experienced science educator - lead the creation of informal and formal science programs that connect people to the natural history of the Adirondacks.
- Strong communication skills - including writing, editing, and demonstrated comfort and skill in delivering public presentations in small and large group settings.
- Technology proficiency - confidence with video conferencing platforms, utilizing Google Suite and willingness to engage the public on social media outlets.
- Policies - be prepared to adhere to all Wild Center policies including NYS Covid safety procedures and regulations. Covid 19 vaccination is required as a condition of employment.

Experience & Education:

Demonstrated examples of developing science based experiences and working in a coordinator role at a museum, environmental education center, or in another educational work environment applicable. Relevant Bachelor's degree or higher, or equivalent robust combination of education and experience.

Physical Demands:

Requires indoor and outdoor work including, but not limited to, leading naturalist hikes, lifting canoes, and walking across the campus on mixed terrain and in all weather conditions.

Compensation & Benefits

- Pay Range: \$40,000 - \$45,000 annually
- Comprehensive benefit package including medical, dental, supplemental and life insurance plans, health savings account, SIMPLE IRA retirement, employee assistance program.
- Paid vacation, sick/personal time, and holidays.
- Possibility of flexible scheduling and some remote work depending on department needs.
- The opportunity to work with 50 species of live exhibit animals, trails across a 115 acre campus located along the Raquette River and in a new interactive climate solutions exhibit.
- Access to regional reciprocity pass for employees to receive free or reduced admission to area museums or attractions.
- Professional networking opportunities with leaders in the science education field.
- The Wild Center strives to create an environment where our team thrives both personally and professionally. While life on the job can move at a fast pace, we appreciate the times we can slow down. Whether it's sharing stories over a staff potluck, being wowed by cool science facts, or taking a break during a meeting to view a cute animal - we make time to grow together as a community.

To Apply

Open our [School and Group Coordinator Application](#) or go to www.wildcenter.org/careers to access the job description and application link. Attach a resume and cover letter within the application form. Address the following in your cover letter:

- Describe your science teaching experiences that align with state or national science standards.
- Describe your coordination experience with managing reservations, groups and communications.

Application deadline is 5/15/2022, 5pm EST. The Wild Center is an Equal Opportunity Employer. We have a strong dedication to diversity in our community and in the people and groups with which we work. For technical issues email careers@wildcenter.org.