



School Program Coordinator

Full time, Benefited

The **School Program Coordinator** works in a team environment to provide exceptional experiences to all museum audiences, including the general public, schools and private groups. The job includes managing coordination of all aspects of school programming including: group scheduling, cross departmental communication, program delivery, and intern supervision, mentoring and training. A key responsibility includes maintaining and improving high quality, interactive, and mission-driven programming supporting science standards. As a member of the Education team, this person also delivers interactive experiences to visitors of all ages within exhibit areas, through Adirondack science programs and animal programs, on museum trails, in the panoramas theater, and through technology-based learning. The School Program Coordinator works collaboratively across departments to assist in conferences, grants, project management, and crafting professional developments.

Essential Duties & Responsibilities:

- Coordinate K-College education and private group visits. Manage all aspects of visits including: scheduling, programs, logistics and customer service.
- Creatively design, deliver and implement natural history and STEAM programs that support NYS Science Learning Standards and NYS Next Generation Science standards.
- 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 and school districts through strong networking, work with NY BOCES, hosting/leading professional development events and trainings.
- Communicate and coordinate scheduling, training, and supervision for program staff/volunteers and educational year round interns/AmeriCorps members.
- Write marketing/promotional descriptions, website content, email newsletters, and other museum publications in cooperation with the Marketing Director.
- Incorporate technology into school and public programming through use of Science on a Sphere, community science applications, and use of digital platforms for video conferencing.
- Work schedule Tuesday-Saturday, 40 hour work week. Some holidays and occasional evening work may be required.

Qualifications:

- Flexibility and Teamwork - work in a dynamic setting with shifting daily duties and enjoy working in a fast-paced, creative and supportive team environment.
- Positive attitude and a willingness to work with people - excellent personal and customer service skills; creative, enthusiastic, and positive attitude are all essential.
- Organization and time management skills - work on multiple tasks and provide high attention to detail; create management and supervision systems that support teamwork.
- 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.

- Computer and Online learning proficiency- competence using computer systems, Google Suite and comfort with Zoom, Google Meets and Webex platforms to engage audiences.
- 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 combination.

Physical Demands:

Requires indoor and outdoor work including, but not limited to, leading naturalist hikes, lifting canoes, and walking across the 115 acre campus on mixed terrain and in all weather conditions.

Compensation & Benefits

- Pay: \$42,000 - \$45,000
- 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 organization and department needs.
- The opportunity to work in a LEED certified state of the art facility on a site located on the Raquette River, featuring over 50 species of live exhibit animals
- 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 Program 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.

Application deadline is 10/30/2023, 5pm EST or until filled. 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.