



Position: Outreach & Camp Coordinator

Hours: 25 hours per week, exempt; frequent weekend and evening hours required. Hours are split between pre-determined program times, community outreach event dates and times; all other hours flexible based on workload and must be approved by supervisor. Possibility for increased hours available, depending on success in funding, grant writing and program growth.

Salary: \$25,000 DOE

Benefits: PTO is available after 6 months, but accrued at the start of employment. Sick leave is available at the start of employment per employee manual. 401K package, life insurance, supplemental dental & vision is offered.

Supervisor: Executive Director

Description of Duties: The Outreach & Camp Coordinator contributes to the well-being of our community by providing safe, supportive, affordable, educational experiences for whole families to enjoy by developing engaging exhibits that have a meaningful connection to STEM topics. Additionally, the Outreach & Camp Coordinator works with the Education team to identify and facilitate presence at community events that elevate the reputation of the Science Center. Coordinator also facilitates field trips, day-of camps and summer camps with the Education team. Outreach Coordinator plays an important role on the Education team to develop a cohesive, strong education program at MSC.

PRIMARY DUTIES:

- Identification of community events as opportunities to support MSC's mission;
- Coordination of team calendar to facilitate outreach opportunities;
- Facilitation of outreach events;
- Coordination of volunteers at outreach events;
- Collaborate with the Education team to develop and facilitate field trip curriculums;
- Coordination & facilitation of in-classroom field trips;
- Development of partnerships with organizations in order to enhance presence of MSC within community;
- Oversight of day camps and summer camps, in collaboration with the Education team;
- Facilitation of lessons for various ages in day camps and summer camps in collaboration with the Education team;
- Working with children of all ages in various activities to encourage engagement in STEM education;



- Promote MSC mission & vision through community engagement in the Science Center and representing MSC at events.

REQUIRED QUALIFICATIONS

- High School Diploma or GED Equivalent;
- Experience in customer service and/or public speaking;
- Experience working with children in informal educational setting;
- Interest and experience in STEM activities, materials;
- Enjoys engaging people in unique STEM experiences;
- Enjoys working with children of all ages;
- Demonstrated organizational, time management, emotional intelligence, problem solving, and teamwork skills;
- Ability to lead other individuals and assign tasks; oversee projects. Experience managing a small team while upholding a positive culture;
- Commitment and dedication to teamwork within a small senior staff group;
- Strong communication skills including public speaking, customer service and public relations, and the desire to cultivate relationships and interactions with members;
- Flexibility in schedule; hours vary per individual programs;
- Understanding of the importance of diversity, inclusion, and their benefits to MSC culture;
- Self-drive to collaborate and support co-workers in variety of non-job-specific tasks;
- Ability to lift up to 50lbs. and ability to do various manual tasks.

PREFERRED QUALIFICATIONS

- Bachelor's Degree;
- Experience teaching or speaking in public setting;
- Demonstrated knowledge working with STEM curricula and/or tools used in teaching high-tech concepts to a wide range of age groups;
- Grant writing and development;
- Demonstrated success in managing a growing program.

SCIENCE CENTER ENVIRONMENT:

The Science Center facility is ADA compliant. Position requires sitting and/or standing for long periods of time, occasional extended hours, computer work. We prefer individuals with a passion for cooperative learning and play for children of all ages. An interest in science and technology education a bonus. Montana Science Center is an equal opportunity employer.

Evaluation: Probation period of six months. Positions will be evaluated annually. Additional one-on-one meetings with supervisor are conducted weekly; mid-year evaluation available upon request.



To Apply: Send Cover Letter, Resume, Writing Sample and 4 References to Executive Director, Abby Turner at aturner@montanasciencecenter.org. Position open immediately, applications accepted until position filled.