



Job Title: Youth Education Coordinator

Reports To: Director of Programs & Community Engagement

FLSA Status: Full-Time (30-40 hours/week at \$14-\$18/hour; benefits eligible; primarily evenings and weekends)

Last Revision: 8/27/2021

Summary: The Youth Education Coordinator is new position with the Building for Kids, as we expand our team to meet the growing educational needs of youth in our community. The Youth Education Coordinator will be instrumental in facilitating programs that encourage hands-on learning, problem solving, and social/emotional development through the exploration of art, science, and mindfulness.

Essential Duties & Responsibilities:

- Uphold the museum's reputation as a safe space, where all are welcome, and programming is inclusive and accessible to all
- Collaborate with fellow Education team members to develop and evaluate multi-disciplinary programs that promote independent thought, creativity, and family engagement
- Facilitate educational programming, such as field trips, group activities, and virtual activities
- Support the coordination and facilitation of events hosted by the museum, including opening and closing procedures
- Support the Playologist team in maintaining daily operations and cleanliness of the museum
- Engage volunteers in programming activities
- Participate in ongoing personal development, education opportunities, and staff trainings
- Other duties as assigned

Core Competencies & Experience:

- Associates Degree or higher
- Experience in or knowledge of youth development, special education, and/or human services
- Creative and able to problem solve
- Energetic and engaging presence
- Experience working with children in an educational setting
- Experience engaging with diverse groups of people, including different ages and abilities
- Experience developing and facilitating content for educational programming
- Comfortable speaking in front of groups of people

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- Comfortable working in a fast-paced, high-traffic environment
- Ability to adapt and adjust to environmental changes and to the needs of the people being served
- Exceptional communication skills
- Demonstrates exceptional customer service skills
- Basic computer skills, with preference to knowledge of Microsoft applications
- Ability to work weekends and evenings

Work Environment: Work attire is casual with a shirt provided to the employee. The employee must be able to move or lift up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Benefits: Full-time employees at the Building for Kids receive a full benefits package including health insurance, SIMPLE IRA retirement plan with matching contributions, paid time off, and short-/long-term disability insurance.

To Apply: Please send resume and cover letter to Beth Vanderloop, Director of Programs & Community Engagement, bvanderloop@buildingforkids.org

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