



LEAD PROGRAM FACILITATOR - SCHOOL YEAR

Position Title: Lead Program Facilitator - School Year

Employee Classification: Seasonal Part Time, Hourly

Salary Range: \$19.00-\$25.00/hour

Work Schedule: 3-20 Hours/week (depending on the programs worked)

Reports To: Program Director

MOUNTAIN TOP EXPLORIUM OVERVIEW

Mountain Top Explorium provides our youth an empowering environment where they can fully embrace their identity and gain all the skills they need to be leaders tomorrow. We accomplish this through our children's museum and programs such as our summer day camp, after school program, school break, and Kids Night Out programs.

JOB SUMMARY

The Lead Program Facilitator - School Year is responsible for maintaining a high quality of programs through the facilitation of school break, after school, and/or Kids Night Out programs. Lead Program Facilitators will be provided with a curriculum and schedule of activities for each program. It's the responsibility to facilitate that curriculum in accordance with the curriculum goals although there is plenty of opportunity to deviate from the provided curriculum to best meet the needs of each group. **Spanish speaking ability is not required but strongly preferred.**

FUNCTIONAL RESPONSIBILITIES

- Responsible for the implementation of planned activities and curriculum for School-Aged programs;
- Responsible for the supervision, well-being and care of children and youth attending MTE programs, according to MTE risk management procedures and Colorado State licensing standards;
- Maintain positive communication with program parents/guardians;
- Support the daily maintenance and cleaning of program supplies and equipment.

REQUIRED EDUCATION, EXPERIENCE, AND FORMAL TRAINING

- Ability to pass a comprehensive criminal and driving history background check.
- A minimum of 450 hours of direct childcare experience
- Ability to obtain 1st Aid & CPR.

PREFERRED EXPERIENCE, LICENSE OR CERTIFICATIONS

- Spanish fluency (verbal and written)
- Proficiency in a variety of software applications including Google Workspace , Square, or other CRM oriented software.



SALARY

This position is paid hourly within a range of \$19-25 per hour, based on various factors including but not limited to experience, education, training, and performance.

APPLICATION PROCEDURES

All applicants can apply on the Mountain Top Explorium website <https://www.mountaintopbreck.org/employment>.

ACKNOWLEDGEMENT

This position description is not intended to be an exclusive list of all of the requirements, duties, tasks, roles or responsibilities associated with the position. Nothing in this position description restricts MTCM's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The MTCM is an "at will" employer, and MTCM employees may be separated from MTCM employment at any time and at the discretion of management.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Mountain Top Explorium is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, creed, religion, national origin, disability, sexual orientation, ancestry, citizenship, veteran status, genetic information, pregnancy, or any other applicable status protected by state or local law. Mountain Top Explorium will consider providing reasonable workplace accommodations if needed.