



EXPLORIUM & PROGRAM COORDINATOR

Position Title: Explorium & Program Coordinator
Employee Classification: Full-time Regular- Hourly
Salary Range: Starts at \$23/hour plus additional benefits
Work Schedule: 32-40 Hours/week
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 Explorium & Program Coordinator is part of a two person coordinator team responsible for the implementation and coordination of learning-filled experiences within the Explorium exhibits and programs of Mountain Top Explorium (after school, school break, and summer camp programs). The position is a diverse role which includes program facilitation, parent communication/customer service, curriculum development, staff coordination, and coordination of all aspects of the Explorium exhibits. This is designed as an entry level supervisory position aimed to provide experience and professional development within all aspects of program and museum administration. **Spanish speaking ability is not required but strongly preferred.**

Year Round Responsibilities

- Ensure that all programs meet standards outlined within the Mountain Top Explorium risk management plan and rules provided by state and local governments;
- Support the curriculum development for all programs including after school, school break, and summer day camp programs;
- Support all aspects of the program registration process including database management, processing payment/refunds, and performing communication to parents and students through phone and email communication;
- Maintain and organize all program and exhibit supplies, and Discovery Store items.

School Year Responsibilities

- Serve as a lead facilitator at Mountain Top Explorium's after school and school break programs;
- Perform all duties of an Explorium Exhibit Attendant which includes greeting patrons, facilitating brief programs as part of the Explorium Playdate program, cleaning and maintenance of the exhibits, and performing cashing handling responsibilities;
- Supporting the development of all summer day camp programs including parent communication, supporting program marketing, and staff recruitment and training.

Summer Responsibilities

- Provide supervision of a cohort of summer camp program facilitators which includes coaching, evaluation, and feedback;



- Perform a variety of program support roles such as driving students to locations throughout Summit County, preparing program supplies, and serving as a substitute program facilitator;
- Serve as the point of contact for all program facilitators on a rotating basis.

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 wilderness first aid certification

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 \$22-27 per hour, based on various factors including but not limited to experience, education, training, and performance. This position also provides a \$200 health insurance stipend, \$50 monthly cell phone reimbursement, paid time off (holiday, vacation, and sick), \$1000 wellness stipend, plus other additional perks.

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.