



## Ann Arbor Hands-On Museum & Leslie Science & Nature Center

### Position Description

**Job Title:** Program Manager

**Reports To:** Director of Education & Wildlife

**Status:** Full-time, Exempt

**Starting Salary:** \$33,000 to 39,000

**Department:** Education

**Revision Date:** December, 2021

**Position Type & Expected Hours of Work:** Full-Time (40 hours per week), flexible work schedule based upon programming needs. Must be available evenings, weekends, and some holidays

**Summary** Program Managers, manage and train staff leading a wide variety of programming including, but not limited to, the following content areas: natural history, STEM, aviation, space/astronomy, chemistry, and environmental education and will also deliver said programming. The primary focus of this position is program delivery at the Ann Arbor Hands-On Museum in Ann Arbor, MI with a strong emphasis on virtual learning programs, museum lab-based workshops and off-site traveling workshops, though there will be some opportunities to assist in the planning and development of new programs and delivery of any UIL site programming is expected as needed. Programs are delivered to audiences of varying ages and abilities to increase the enjoyment and understanding of these topics. Weekly hours will vary. Hours are based on scheduled programming and assigned projects. This position works a flexible week including weekends and evenings.

#### Essential Functions

- Program development and management for school programs including: program planning, scheduling, instruction, materials assembly, educational tool maintenance, and supplies procurement.
- Evaluation of programs, ensuring content and delivery meet expectations for both program content and delivery.
- Train, and supervise paid and unpaid staff (interns) with emphasis on creating a safe and supportive atmosphere for staff and participants. Participate in hiring committee for staff.
- Orient, train, and mentor education department staff; serve as a model for best practices, and offer on-the-spot coaching and guidance as well as contribute to formal performance management systems. Contribute to annual evaluation process for teaching staff.
- Function as a supporting member of the Program Management team; sharing responsibilities with other managers across the UIL sites including, but not limited to the areas of staffing, scheduling, communication, evaluation, training and program delivery.
- Prepare for and deliver high-quality and professional STEM education and interpretive programs in non-traditional and traditional settings including, but not limited to: on-site field trips, off-site outreaches, scout activities, birthday parties, camps and public programs, and some special events.
- Provide good customer service to visitors/program participants and promote the organizational mission/missions of unique Unity in Learning (UIL) partner sites.
- Responsible for care and maintenance of program supplies and equipment.
- Obtain attendance numbers, receive fees, and promote programs.
- Maintain cleanliness and safety of program and office spaces.
- Handle and teach with select, live animals, as defined by the Program Manager, in accordance with organizational procedures and ethics.



- Ensure safety of site, activities, and participants; report any accidents, injuries, and safety concerns.
- Effectively communicate, coordinate, and build respectful relationships with all members of the UIL team to ensure overall success of programming and visitor experiences.
- Work indoors and in all weather conditions with a positive attitude.
- Attend required training, staff meetings, and events.
- Learn, prepare, and deliver high-quality education programming for any Unity in Learning programs based out of UIL sites including: Ann Arbor Hands-on Museum, Leslie Science & Nature Center, Yankee Air Museum, and Saint Clair County Community College's Experience Center & Challenger Center as assigned.
- Other duties as assigned.

### **Additional Duties**

1. Gains familiarity with all education department programs in order to deliver any program as necessary.
2. Attends staff meetings and required events such as volunteer recognition, membership and fundraising events.
3. As schedule permits, support/participate in any on-duty staff rotation.
4. Provide wildlife educator (live animals) care/husbandry as needed.
5. Serve as on-site observer for exhibition needs including, but not limited to, reporting needed repairs, observations of new exhibit effectiveness/functionality, and logistical challenges surrounding exhibition and programming flow.

**Work Environment** The work is both inside in a museum, school or other inside environment and outside in heat/cold, wet/humid and dry/arid conditions. The employee needs to be able to work in an environment exposed to environmental allergens including, but not limited to: dust, mold and pollen. They will regularly be exposed to live birds, insects and other animals as well as some exposure to dust, fumes and chemicals from exhibit materials. The noise level in the work environment is usually moderate to loud when delivering programs to large groups.

**Physical Demands** While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee is regularly required to lift and/or move items that weigh up to 50 pounds. This is an active role that regularly requires reaching, standing, walking, bending, kneeling, stooping, crouching, crawling and climbing stairs. The employee is frequently required to walk outside on uneven ground.

**Travel** Daily local travel is required to attend events, community meetings and deliver programs to offsite locations.



**Required Education and Experience** A Bachelor's degree, or equivalent years of related experience, is required. A minimum of two years of experience in a formal or information educational environment. Passion and aptitude for science including, but not limited to: astronomy, math, engineering, chemistry, physics, natural history, ecology and/or biology. Sound knowledge of pedagogy and developing/implementing appropriate instructional strategies. Ability to hold multiple responsibilities and prioritize while meeting the demands and deadlines of simultaneous projects. Demonstrated leadership and training skills. Ability to work collegially within a small organization. Excellent customer relations orientation. Strong written and verbal communications with experience communicating with a broad range of age and interest groups. General computer literacy.

- Must be at least 18 years of age.
- Able to receive a clean criminal background check prior to hire and working with youth.
- Ability to work outside in all weather conditions, walk long distances on uneven ground and lift at least 50 pounds.
- Ability to work in an environment which includes exposure to environmental allergens including but not limited to dust, mold, pollen, live birds, insects, and other animals.
- The submission of any known time-off requests must occur when accepting the position. All submissions will be reviewed/approved under the discretion of Program Managers.

**Preferred Education and Experience** A Bachelor's degree, or working towards a degree in Education, Interpretation, Education, or related field. NAI Certified Interpretive Guide or other relevant professional certifications.

- Bachelor's Degree or 2 years' experience in environmental education, historical/natural interpretation, recreation, natural resources, education, or any related field is desirable.
- Acting or theatre experience; *Challenger Learning Center* programming specifically requires that the educator play the role of a flight director in a simulation wherein the quality of the experience is determined, in part, by the ability of the educator to create a believable immersive setting.
- Previous experience working with youth is critical.
- Knowledge of key science concepts and areas of study, including, but not limited to: astronomy, math, engineering, chemistry, physics, natural history, ecology and biology.
- Ability to effectively communicate with diverse audiences, demonstrate public speaking skills, and ability to communicate with enthusiasm.
- Ability to work quickly, efficiently, multi-task, and be flexible and adaptable on a daily basis.
- A strong and active interest in learning and personal growth, including self-assessment and receiving feedback from colleagues.
- The ability to drive UIL and personal vehicles to get to programs - must have current or valid driver's license.
- Computer literacy on a Microsoft-based platform.
- Good organizational skills.
- Experience and ability to work well independently and in a team environment.
- Certified Interpretive Guide (or other) through the National Association for Interpretation.



**Additional Eligibility Qualifications** A valid driver's license, access to reliable transportation and the ability to meet our insurance requirements is required.

**Acknowledgement**

I have received, reviewed and fully understand the job description for the Program Coordinator. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_