The Education Coordinator is responsible for activities in the Story Center, an indoor activity space featuring numerous hands-on activities designated to promote children’s creativity.

**Job Duties: Duties may include but are not limited to:**

**Coordinate Story Center Building**
- Monitor, assist and oversee inside of Story Center
  - Assisting guests in activities
  - Cleaning and organizing
  - Opening and closing procedures
  - Meeting set up for conference / activity room

**Daily Activities**
- Develop and implement educational programs that are aligned with the goals of the organization
  - Lesson planning and leading daily activities
    - crafts, story times, etc.
  - Celebrating holidays, themed months (Cinco de Mayo, Black History Month, Native American Heritage Month, etc.)
  - Multilingual activities

**Workshops and Programming**
- Lesson plan and teach classes and programs
- Evaluate educational programs to ensure they are meeting the needs of participants
  - Book clubs, theater group, dance classes, etc.

**Event Planning**
- Plan events for the Story Center
- Assist in event preparation for park events
- Assist in leading activities for park events

Perform other duties as assigned

**Job Skills/Experience Requirements:**
- 2+ years’ experience working with children
- Strong organizational skills and multitasking ability
- Excellent written and verbal communication skills

**Job Skills Desired:**
- Self-Motivated and able to work with minimal supervision.
- Experience in developing and implementing youth programming

**Education / Certifications:**
- Completed courses in child development / parks and recreation / education fields (desired)
- First Aid Certification (preferred)

**Job Abilities:**
- Lift, carry and push or pull heavy objects up to 50 lbs.
- Applicants must be 18 years old or have completed high school or equivalent education.

**To apply:**
Please submit a cover letter and resume to Education and Programs Manager at shawes@fairytaletown.org

Last Modified: January 2022