

JOB DESCRIPTION: Education Coordinator

Exempt/Non-exempt: Non-Exempt	Full Time
Schedule: Weekdays, Weekends, & Holidays	Minimum Hours: 40 hrs a week / \$18 / hour
Department: Education and Programs	Supervisor: Education & Programs Manager

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 programing

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