

Job Description

THE TERRE HAUTE CHILDREN'S MUSEUM

Job Title:	<i>Deming Before & After-School Program Manager</i>
Supervisor:	<i>Director of Education</i>
Department:	<i>Education</i>
Hours:	<i>24-35 hours per week in the school year, Monday-Friday at least 2-6:30 p.m. Nov 2024 - May 30, 2025</i>

KEY RESPONSIBILITIES:

- Creates and oversees implementation of before and after school program curriculum for 4 and 5 year old children at Deming Early Learning Center from 6:30-8:00 a.m. and 2:15-6:00 p.m.
- Ensures that all programs are executed effectively and safely to ensure family and school satisfaction and achievement of museum program goals.
- Ensure a safe, happy, and stimulating environment for children.
- Manage and coordinate curricula with staff that complies with state and federal standards and compliments the school curricula..
- Ensure that center facilities are used in a manner safe for children and comply with school rules.
- Evaluate and arrange for purchase of materials, equipment, and supplies.
- Interview, hire, and train new staff members, ensuring they meet all policies and legal requirements.
- Communicate and meet with parents regarding their children and the program's policies.
- With appropriate museum staff develop and facilitate a communications plan to keep parents informed.
- Trains volunteers and staff on educational program content, group management skills, and facilitator protocol for programs at Deming.
- Provides direct supervision of volunteer, work study, and contract program facilitators.
- Maintains accurate records of attendance, security issues, and parent communication.

JOB QUALIFICATIONS:

- Minimum of Bachelor's degree in education, early childhood, museum education, recreation or related area of study
- Minimum of one year experience educating preschool children and/or developing active learning programs in an informal educational environment
- STEM related expertise and/or experience preferred
- Excellent communication, interpersonal and customer service skills
- Excellent writing skills
- Volunteer management experience
- Proven leadership skills
- Self-motivated and responsible
- Outstanding organizational skills
- Comfortable with active, open-ended, busy learning environments
- Ability to work cohesively with a team for common goals
- Appreciates the value of play
- Computer competency especially with MS Office and Google Drive

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- Valid driver's license

Supervision Received:

The Deming Before-After School Program Manager will report to the Director of Education.

Supervision Exercised:

Supervises staff, contractors, volunteer museum educators, and/or work study students.

Working Conditions:

- Must be able to lift 50 pounds.
- Be physically active for 4 hours a day during program implementation.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive list of duties, responsibilities and requirements.