

# THE TERRE HAUTE CHILDREN'S MUSEUM

## Position Description

<b>Job Title:</b>	<i>Summer Program Manager</i>
<b>Supervisor:</b>	<i>Director of Education</i>
<b>Department:</b>	<i>Education</i>
<b>Classification:</b>	<i>Hourly (Variable - Dec-April 10-20 hours a month; May-August 30-35 hours/week)</i>
<b>Term:</b>	<i>Dec 15, 2024 - Aug 8, 2025</i>

### Primary Job Responsibilities

- Plan and implement all aspects of THCM Summer programs for children PreK-6th grades: Summer Science Camp and other classes at the museum and other partner sites.
- Lead a team of interns and contract teachers to deliver all programs.
- Create a safe and engaging atmosphere for students in Summer programs.
- Train interns and contractors in curriculum, delivery methods, appropriate behavior management of students, parent communication, and care of materials and facilities.
- Maintain records of attendance, participation, budget, and complete reports on camp and other programs.
- Must be available Monday-Friday.
- Provide program descriptions, images and other supports for marketing the Summer Programs to appropriate THCM staff.
- Other duties as assigned.

### Required Experience

- 3-5 years of youth work with students PreK-6th grades.
- Planning and implementing programs in an educational or recreational setting.
- Knowledge of science, math, and /or engineering is a plus.

### Skills

- Possess a warm, friendly, patient, positive attitude with plenty of energy.
- Proficient understanding of STEM and must be comfortable teaching these principles to children PreK-6th grades.
- Team leadership and supervisory skills.
- Able to work around children and adults of different ethnic and social backgrounds.
- Able to train interns and coordinate with contractors.
- Proficient use of Microsoft Word, Excel and PowerPoint.
- Strong organizational skills for programming and administration.
- Experience planning and writing curriculum.
- Able to lift 30 lbs.