



**Position Title:** Education & Community Engagement Coordinator

**Date of last update:** August 23, 2023

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### **SPARK's Mission**

Enrich the lives of young learners by creating shared, interactive experiences that engage people of all ages in the joy of play, the power of learning, and a sense of community.

### **Position Summary**

The Education and Community Engagement Coordinator fulfills a critical component of SPARK, the Children's Museum of Rochester's, mission. This position will work in a strong team environment, but the individual must also be comfortable working independently. The Education and Community Engagement Coordinator is responsible for educational program development and management of a wide range of programs for SPARK, including daily visitor activities and on and off-site special programming. This position also oversees SPARK's volunteers.

### **Supervision Summary**

This position reports to the Executive Director and is a full-time, exempt position. This position has support from a program facilitator position to help implement educational programming but does not directly supervise this position.

### **Major Responsibilities and Essential Functions:**

- Ensure high-quality, educational experiences are implemented through assessment of current programming and curriculum, designing new programming or curriculum, and continuing the implementation of current, successful curriculum or programs.
- Research, develop, and implement activities and programs for children ages 1-10, as well as parent education, with a focus on STEAM, Health and Wellness, and Cultural Connectedness.
- Support Development Manager and Executive Director with program development as it pertains to potential grants and sponsorships.
- Oversee summer camp programming and staffing.
- Organize and coordinate after-hours programming and community events that support the mission of SPARK in collaboration with the Operations and Visitor Services Manager.
- Coordinate volunteers. Engage, manage, and evaluate the performance of volunteers as needed for outreach events, community engagement events, and programs both onsite and offsite.
- Serve as a liaison with community program partners.
- Manage collection and distribution of performance measures for SPARK programming: attendance, facilitation hours, supply use, etc. Support the Executive Director's work in program

evaluation. Ensure attendance and visitor expectations are utilized in decision-making and the annual program planning process.

- Work closely with other staff to ensure an effective training plan is in place for all SPARK programming deliverers (staff and volunteers).

**Other responsibilities and expectations:**

- Ability to work well in a collaborative team environment with both internal and external partners
- Ability to network and develop community partnerships
- Represent SPARK at onsite events and community outreach events as needed
- Other responsibilities as needed

**Education and experience:**

- Bachelor's degree, with an education focus or a similar field
- Minimum of 1-year experience working with children of targeted ages
- Minimum of 1-year experience in early childhood education, science, literacy and/or visual arts with children
- Minimum of 1-year experience developing and implementing lesson plans
- Experience working with volunteers is preferred

**Knowledge, Skills & Abilities Required:**

- 1) Proven ability to manage and organize several projects and tasks while simultaneously adhering to timelines
- 2) Ability to be proactive and communicate effectively with a variety of staff, volunteers, and board members
- 3) Proficient computer skills
- 4) Ability to develop, implement, and sustain partnerships and relationships
- 5) Skill and flexibility are required for leading, influencing, and motivating a diverse group of people
- 6) Innovative and creative strategizing and problem-solving skills
- 7) Ability to see overall vision as well as focus on detail
- 8) Ability to work independently and use sound judgment in making decisions
- 9) Budget management

**Physical Demands:**

- 1) Audio, visual, and verbal functions are vital aspects of performing this position
- 2) A majority of time is spent sitting, standing, and moving with children
- 3) Some lifting is necessary (weights of objects rarely exceed 25 pounds)
- 4) Movements such as stooping, and kneeling are sometimes required

**Environmental Demands:**

- 1) The workday is primarily spent indoors
- 2) Occasional outdoor activity may be required

**Other Requirements:**

- 1) Reliable attendance, timely, and organized
- 2) Some local travel may be required
- 3) Some after-hours work, including weekends, may be required for programming needs and/or special events

**Benefits:**

- Simple IRA
- Medical Insurance
- Free Family Membership
- SPARK Shop Discount

This job description is not intended to be all-inclusive of every function that may be required to be performed by the person in this position. The employee will also perform other reasonable related duties as assigned by the supervisor or other management. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Management reserves the right to change job responsibilities, duties, and hours as the need prevails either formally, informally, verbally or in writing. This document is for management communication only and is not intended to imply a written or implied contract of employment.

***Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities***