



Education Program Coordinator  
(**\$15.00 - \$17.50 per hour**)

Pretend City Children's Museum is a non-profit organization whose mission is to build better brains through fun, whole body learning experiences and empowers children and their grown-ups to meaningfully connect with and expand their world. Designed as an interactive and hands-on museum, Pretend City Children's Museum provides programming, activities and learning opportunities that are not typically offered in schools or readily accessible within the community.

In line with our goals, we are currently seeking an experienced mission driven Education Program Coordinator to perform a wide range of duties for the Museum's child development initiative, "Good to Go." The Program Coordinator will help plan, execute, and facilitate all activities, projects, and assignments relating to this initiative. This includes but not limited to; meeting goals and deadlines, acquiring resources, researching and coordinating the efforts of Good to Go to the museum staff, and building collaborative community partnerships to deliver programs and services.

Essential Functions:

- In coordination with the Director of Education, responsible for day-to-day activities of the G2G program including but not limited to researching, acquiring resources, program tracking and reporting, program evaluation and improvement, meeting initiative goals and deadlines, and ensuring all initiative collateral on the museum stage is stocked, organized and accurate
- Manage daily Ages & Stages Questionnaires ("ASQ") screenings including but not limited to gathering data from completed ASQ's forms and enter them into related software programs, prepare letters to parents and physicians with results and resources
- Collaborate with partnering agencies by attending the quarterly Help Me Grow Community Cafe etc.
- Maintain an accurate working knowledge ASQ and attend ASQ training courses and updates as needed
- Build, develop, and grow any relationships or partnerships vital to the success of the project
- Coordinate G2G activities including, but not limited to, monthly Way to Play days, monthly screening days, monthly Baby Steps events, monthly Family Autism Event, and health screenings and School Readiness Fair
- Serve as a liaison and G2G representative on the museum floor by modeling and training appropriate initiative activities and knowledge with Stage Staff and museum guests
- Help develop innovative ways of highlighting the Way to Play Adventure Guides in a creative and interactive way with appropriate museum guest
- Maintain a clear and accurate understanding of the initiative goals, events, and main projects in order to share and update with appropriate stage staff and museum guests
- Work closely with Director of Education to ensure the institution's mission, vision, and education philosophy is realized
- Assist creating initiative collateral materials
- Ensure that all educational and child development programs and activities occurring in the exhibits are consistent with the educational philosophy and mission of the museum
- Develop and implement staff training modules related to Child Development
- Perform other duties as assigned

**Qualifications/Requirements:**

- Minimum two years experiences in a related educational position
- Working knowledge of children's museums or other informal learning environments is desirable
- Bachelor's degree in Early Childhood Education, Child and Adolescent Development, Health, Museum Management, or related field
- Expertise in early childhood education, child development and learning methodologies
- Strong analytical and organizational skills
- Strong customer service skills
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial
- Excellent written, verbal, and interpersonal skills
- Ability to handle sensitive information with integrity and maintain a high level of confidentiality
- Ability to identify and solve standard problems and refer more complex problems to supervisory staff
- Ability to establish and maintain effective working relationships with co-workers, volunteers, interns, community groups, the general public and other related agencies
- Able to work nights and weekends as needed

**Application Procedure:**

To be considered for this recruitment, please submit a cover letter, resume, and 3 professional references to [jobs@pretendcity.org](mailto:jobs@pretendcity.org). The email subject line MUST include the following: Program Coordinator.