



**Good-To-Go Program Coordinator – Full-time  
(\$22.00 - \$24.00 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 Good-To-Go Program Coordinator to perform a wide range of duties for the Museum's developmental screening initiative titled, "Good to Go-Supporting Your Child's Development, Every Step of the Way." The coordinator will help plan, execute and assist in the facilitation of all events, activities, and projects relating to these programs.

**Essential Functions:**

- Assist in the coordination and implementation of Good to Go Monthly activities including but not limited to Way to Play Days, Baby Steps events, Toddler Town, Neurodivergent Family Nights, caregiver workshops and Community Outreach Events
- Maintain an accurate working knowledge of the Ages & Stages Questionnaires (ASQ); attend ASQ training courses and updates as needed
- Assist in processing incoming ASQs within 48 hours of receiving, this includes reporting results to caregiver, providing appropriate resources as applicable, referring to Help Me Grow as needed, distributing admission ticket, and entering data into OC Screening Registry database
- Utilize educational expertise to communicate the importance of developmental check-ups and the connection between children's play and their development
- Assist in research, scheduling, and booking classes, workshops, and special events related to Good to Go with support and guidance from the Chief Experience Officer
- Assist with the coordination of partners including those providing screenings, bringing student volunteers, doing programming or otherwise supporting a Good to Go event
- Assist with the planning, coordination and execution of the annual Good to Go Fair
- Learn and understand the educational value of the learning spaces and how play in each of the learning space assists in the development of the child
- Works full-time on-site Monday-Friday; may work occasionally off-site or on a weekend based as needed
- Attend resource fairs and networking meetings/events as they relate to promoting the Good to Go Initiative
- Contributes to the delivery of progress reports (monthly stats), updates, and new proposals pertaining to Good to Go
- Model and train staff on appropriate educational interactions regarding Good to Go programs, events, and developmental activities
- Coordinate Good to Go activities with Museum Floor Lead and Associate, Facilities, Development and Marketing
- Assists with the implementation of educational and developmentally appropriate activities on Way to Play Days
- Assists caregivers in completing ASQ screenings on museum floor and at Way to Play Days

- Drafts, schedules, and confirms all email reminders and e-blast content pertaining to Good To Go events
- Supports Stage Staff during all Good to Go events
- Ensures all links for Good to Go Events are active and accurate; manages registration as applicable
- Perform other duties as assigned

**Qualifications/Requirements:**

- Bachelor's degree in education, Health, Museum Management, or a related field (preferred)
- Minimum 3 years' experience and working knowledge of children's museums or other informal learning environments, program development, program operations, evaluation and exhibit development
- Teaching experience with both adults and children desirable, but not required
- Experience at working both independently and in a team-oriented, collaborative environment is essential
- Ability to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities
- Reacts to project adjustments and alterations promptly and efficiently
- Ability to read communication styles of team members and partners who come from a broad spectrum of disciplines
- Persuasive, encouraging, and motivating
- Ability to elicit cooperation from a wide variety of sources, including upper management, funders staff, community organizations
- Ability to bring project to successful completion
- Strong written and oral communication skills
- Strong interpersonal skills
- Adept at conducting research into project-related issues and products
- Must be able to learn, understand, and apply new technologies
- Excellent customer service skills
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial
- A high level of creative thinking and self-motivation
- Excellent verbal and written communication skills; ability to prioritize, organize and complete tasks independently and meet schedules
- Ability to work cooperatively with staff, management, community members and volunteers
- Able to maintain confidentiality
- Ability to understand and follow written and verbal instructions
- Solid working knowledge and proficiency of current Internet technologies, Microsoft Word, Excel
- Bilingual preferred

**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: Good-To-Go Program Coordinator.

***Pretend City Children's Museum is proud to be an equal opportunity employer and is committed to actively seek a diverse pool of qualified candidates. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, gender, gender identity or expression (including transgender status), sexual orientation, national origin, ancestry, citizenship status, age, disability or handicap, veteran status, marital status, pregnancy, genetic information, or any other characteristic protected by applicable law.***