



Position Title: Lead, Registered Programs

Department: Education and Experiences

Reports to: Manager, Program Delivery

FLSA Classification: Full time, hourly, non-exempt

Salary Range: \$19-22/hr

Job Summary:

Are you passionate about learning through play and making STEAM topics exciting for all ages? Do you want to create memorable experiences for the public, providing the opportunity to spend the night at MOSAC, learn to code on a Saturday morning, or spend their summer at Camp Curiosity? We are looking for a Lead of Registered Programs to coordinate programs year-round, on and off site, including but not limited to: Camp Curiosity, sleepovers, weekend workshops, scout programs, and afterschool programs. The Lead will focus on scheduling, materials and program preparation, staff training and assessment, and working closely with our Schedulers on booking parameters. The Lead will also work closely with the Public Program Developer who generates the content for public programs, and the Manager of Program Delivery to coordinate staffing needs.

Skills & Talents:

- Experience and effective engagement with members of the public and staff of all ages, backgrounds, and abilities in one-on-one conversations or large group presentations
- Excellent personal communication skills, uses humor and is seen as accessible and can adjust communication styles easily and quickly based on visitor need
- Able to work well and communicate within a diverse team, organize people, and simplify processes
- Experience presenting and public speaking.
- Able to effectively communicate complex science material in an understandable manner.
- Ability to act with patience and a calm and compassionate demeanor when working with children and families.

Duties/Responsibilities:

- Pre-program and day-of management of all registered programs on and off-site, maintaining and supporting operational excellence and safety
- Working with, directing, and scheduling Collaborators and volunteers in program settings, in coordination with Managers in each department.
- Generating program schedules and working with all departments at MOSAC to organize annual calendar of registered programs.

- Coordinating materials and supplies, including budget management and purchasing
- Balance the changing conditions of a multi-learner environment with safety, daily scheduling, and group/individual needs
- Work with the Manager, Program Delivery to will set objectives and plans for training, performance and evaluation for registered programs and program delivery staff
- Work closely with Schedulers to coordinate registrations, pre-program communications and overall processes

Education and Experience:

- University degree or equivalent experience
- Minimum of two years' experience with programs in an informal learning environment, with an emphasis on inquiry based learning
- Understanding of early childhood learning, in an informal learning environment is an asset
- Formal Diversity, Inclusion, Equity and Accessibility training is an asset
- Minimum one year of supervisory, lead, or mentor experience

Physical Requirements:

- May require standing and walking 75-100% of the time, lifting up to a maximum of 15 pounds, and other physical actions that include stooping, kneeling, bending, standing
- Work will involve outdoor activities in addition to programs within the facility
- Physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

In order to protect our team members, volunteers, students, and guests, MOSAC requires that all employees be fully-vaccinated with a COVID-19 vaccination series approved by the U.S. Food and Drug Administration (FDA) or the World Health Organization (WHO). Reasonable accommodation will be made for a qualified disability or sincerely held religious belief.

This position is at-will, hourly, full time. Full-time employees are eligible for benefits. Lead of Registered Programs must be available, depending on scheduled shifts, Monday-Sunday 8:30am-5:00pm, with some shifts starting as early as 7:30 or ending as late as 11:00pm if special events are planned. This could mean a change to a current schedule if the applicant is already a full-time employee. This job will have a schedule that may change seasonally to include weekend or weekday programming.

APPLICATION PROCEDURES:

A complete job profile is available upon request. Please submit a cover letter, CV or resume addressing your qualifications as they align with the job description, and names with contact information of two to three references by email to khensley@visitmosac.org. No phone calls will be taken for this application.