



Position Title: Education & Program Manager

Date of last update: June 12, 2024

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

Supervision Summary

This position reports to the Executive Director and is a full-time, exempt position. This position supervises educational support staff such as a community programs coordinator and education coordinator who help implement educational programming.

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 implementing 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.
- Provide support and guidance for community programs such as SPARK to Go, SPARKAMP, Community Access Events, and others.
- Serve as a liaison with community program partners, in partnership with Community Programs Coordinator.
- 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).
- Manages educational support staff to ensure on-site and off-site programming is being implemented and facilitated with fidelity.

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