



Position Title: Experiential Learning Coordinator (Education Coordinator)

Date of last update: March 1, 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

This position is critical to implementing programs both in the museum and in the community at schools. The Experiential Learning Coordinator creates and supports meaningful experiential learning opportunities for all who come to SPARK. Organizational skills are essential in being prepared for the programs, as well as flexibility for when changes must be made, and the resiliency to adapt based on the needs of the visitors. In addition to this, the ability to use problem solving skills if something is not going well, along with critical thinking to know how their choice still fits with the age appropriate learning goals. Managing materials and implementing the program to fidelity are large parts of this role.

Supervision Summary

This position reports to the Visitor Experiences Manager. This position coordinates with and supports the Education and Community Program Manager. This position does not directly supervise others.

Major Responsibilities and Essential Functions:

- Participate in planning discussions with Education and Community Program Manager
- Is comfortable sharing teaching points and playing with visitors
- Implement planned programs with fidelity and is comfortable following instructions
- Assist with and lead programs for after-hours events such as Community Access Events (Family Nights), Field Trips, and other events in the community
- Help set up necessary spaces for incoming programs (yoga, dance, etc)
- Coordinate with volunteers who provide programs at SPARK or assist with SPARK-organized programs
- Ensure supplies are well stocked and prepped for upcoming activities, keep supplies and materials organized and programming rooms clean
- Provide and relay feedback for how programs are going, and how programs went.
- Be able to use problem solving skills if something is not going well, but critical thinking to know how their choice still fits with the learning

Other responsibilities and expectations:

- Minimum of 30 hours a week including some weekends and possible after-hours events
- Positive, professional attitude while representing SPARK to the community
- Comfortable working with adult caregivers and children, leading or teaching a project when necessary
- Six-month commitment to SPARK
- Ideal candidate is seeking to grow in the position

Scheduling:

- Most work hours will be between 8:45 AM - 5 PM; occasional programming will occur between 5 - 7 PM each month during after-hours events.
- Days of the week worked will vary; Experiential Learning Coordinator will be scheduled between Tuesday - Sunday

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

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