



## Youth Program Manager Job Description

General Description of Responsibilities: The Youth Program Manager is responsible for the daily management of STEAM camps and after school programming. This role will support EUREKA! Instructors, Site-Supervisors, and Interns with daily logistics, parent communication, and scheduling. The Youth Program Manager will report to the Executive Director.

### Requirements:

- Hold a B.A. or 2+ years in childcare/educational setting
- Successful outcomes on a criminal background check
- Documentation of COVID-19 immunizations

### Desired Qualifications / Experience:

- Prefer experience working with youth
- B.A. in Education

### Licenses, Certificates or Equipment Required:

- CPR, First Aid, AED training required within 90 days of hire

### Additional Information:

- Wages are dependent on the applicant's qualifications. This role starts at an annual salary of \$47,000.



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### DUTIES AND RESPONSIBILITIES:

- STEAM Camps
  - Support and oversee camp check in/check out
  - Support Instructors and Interns with camp supplies
  - Manage and support with Instructor and Intern teaching schedules
  - Manage and support with camper medications
  - Communicate with families on camper challenges and successes
  - Communicate with families on camp logistics and schedules
  - Communicate with families on an camper injuries
  - Communicate with Instructors and Interns through the Admin Phone
  
- After School Programs
  - Support Site-Supervisors and Interns with off-site guidance for student challenges
  - Manage and support with Instructor and Intern teaching schedules
  - Manage and support supplies and daily snack ordering
  - Communicate student challenges with families
  - Communicate with Site-Supervisors and Interns through the Admin Phone
  
- Leadership & Teamwork
  - Must be a team player and able to take on leadership roles and responsibilities
  - Must be willing to be flexible and adapt to the needs of a dynamic and ever-growing institution
  - Perform and work independently and in a team-based environment supporting EUREKA!'s vision, mission, and values
  - Serve as a resource for Interns and STEAM Instructors in carrying out their assigned roles
  - Ability to prioritize tasks complete duties before given deadlines
  - Assist with other tasks and collaborate with other EUREKA! staff members, as requested by a member of the EUREKA! management team



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- Public Relations
  - Interact with museum guests in a positive and professional manner
  - Utilize effective written and oral communication techniques when communicating with customers on the phone, via email, and in person
  - Dress and act in a professional manner when interfacing with customers
  - Represent EUREKA! when requested (e.g., at fundraisers, community events, outreaches)
  
- Safety
  - Adhere to and enforce EUREKA's safety and licensing policies, procedures and practices to ensure the safety of guests and staff
  - Be aware of and contribute to the development of important safety practices
  - Observe, document and manage unsafe situations
  - Participate in safety training and respond to emergencies in an effective and appropriate manner that is consistent with common safety practices
  - Complete accident/incident reports as required
  
- Training & Professional Development
  - Attend trainings, orientations, and meetings as necessary
  - Maintain skills and abilities to effectively carry out all job functions
  - Maintain a valid CPR, First Aid, and AED certification
  - Clearly communicate all scheduling requirements / preferences at least two weeks prior to requested dates / times
  
- Additional Knowledge, Skills, & Abilities
  - Ability to stay motivated, professional, patient, positive, respectful, hardworking and flexible
  - Comfortable speaking in front of large and small groups
  - Professional written and oral communication skills
  - Attention to detail
  - Ability to take initiative
  - Working knowledge of Microsoft Word, Excel, and Google Suites