



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, in addition to leading field trips. 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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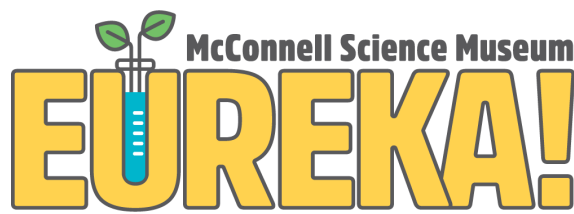
DUTIES AND RESPONSIBILITIES:

- 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

- Field Trips
 - Support with instructing lessons with school groups during field trips

- 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