

EDUCATION COORDINATOR

JOB TITLE: Education Coordinator
REPORTS TO: Education Director
STATUS: Full-time, (40 hours/wk) **ROP:** \$15-\$17/Hour DOE + benefits
SCHEDULE: Mon-Fri, flexible timing



DISCOVERY
Center of Idaho

GENERAL DESCRIPTION:

Discovery Center of Idaho's (DCI) mission is **to inspire lifelong interest and learning in science, technology, engineering and math (STEM)**. DCI serves its mission by developing, maintaining, and presenting interactive science exhibits as well as providing on- and off-site educational programs designed for multi-generational audiences.

The Education Coordinator is the welcoming voice of the Discovery Center. They ensure our schools, teachers and other educational program participants have positive experiences by providing quality customer service, highly-detailed logistical organization, and clear, direct communication. The Education Coordinator will ensure that all visitors, both in-person and virtually, have positive, memorable, and fun learning experiences. They will set and maintain high standards of program quality and impact and ensure our visitors experience the joy of learning and discovery

TYPES OF JOBS YOU MAY HAVE HAD BEFORE:

- Informal education program coordinator or manager
- Camp counselor, administrator or educator

DAILY DUTIES:

- Coordinate program logistics with schools and community partners participating in outreach and field trip programming
- Correspondence by email and phone to complete & coordinate reservation processes for all of the Center's education programs including: Field Trips, Camps, Classes, STEAM kits, Virtual Courses & Programs
- Provide exceptional customer service and de-escalation as needed
- Database and organizational calendar management: Learn and maintain current knowledge of regularly changing databases and calendars
- Complete weekly, bi-weekly and monthly reporting on participation numbers for Educational programming
- Act as a group ambassador for schools visiting the Center on field trip programs
- Purchase and maintain program materials and supplies
- Maintain an organized, clean, and efficient work environment
- Lead and instruct in educational programming as needed
- Special tasks as assigned

QUALIFICATIONS:

- Passionate about furthering DCI's mission
- At least 2 years of college, Associates Degree or equivalent experience
- Independent, reliable and self-motivated worker willing to take initiative
- Acute attention to detail
- Ability to remain flexible, adaptable, and energized in a fast-paced, ever-changing environment
- Dedicated to maintaining a communicative, supportive, team environment
- Experience with spreadsheets, databases and data entry
- Excellent in verbal communication and computer skills
- Very organized and excellent at managing time and projects efficiently
- Able to pass a background check
- Applicants must provide valid proof of Covid-19 vaccination completion

WHAT WE CAN OFFER YOU:

- The ability to take ownership of your position
- One of the most fun and unique places to work in the Treasure Valley
- Stable and flexible working schedule
- Excellent benefits package

To apply, please email a copy of your resume and a cover letter to
education@dcidaho.org with

Education Coordinator position in the subject line by June 10, 2022.