



Above & Beyond Children’s Museum

<b>EDUCATION COORDINATOR POSITION DESCRIPTION</b>			
Salary Minimum:	\$18.00	FLSA STATUS:	Non-Exempt
Salary Maximum:	\$22.00	WORK LOCATION:	Sheboygan, WI
SHIFT:	Flexible, including evenings / weekends	REPORTS TO:	Director of Education and Community Programming
JOB STATUS:	40 hours per week	REVISION DATE:	August 12, 2024
DIRECT REPORTING RELATIONSHIPS:	N/A		

**Position Summary:**

The Education Coordinator at Above and Beyond Children’s Museum (ABCM) develops and implements innovative, play-based museum programming including drop-in programs, classes, educational events, and field trips, for children ages birth to 8 years old and their caregivers. This position will create lesson plans and teach programming in the museum and offsite. This position will also plan family events to encourage visitation. The Education Coordinator reports to the Director of Education and Community Programming.

**Duties and Responsibilities:**

- Developing, implementing, and evaluating drop-in programming, classes, and events
- Assisting with the administration and teaching of ABCM’s field trip program
- Utilizing Wisconsin Early Learning Standards to develop curriculum appropriate for Age 0-8
- Organizing, purchasing, cleaning and maintaining a wide variety of supplies for use in programs
- Teaching field trips, outreach programs, drop-in programs, and classes
- Teaching an after-school collaborative program with the Boys and Girls Club
- Occasional shifts at the front desk
- Other duties as assigned

**Job Qualifications:**

- A bachelor's degree in either early childhood education, elementary education, or arts administration or similar field and/or equivalent experience is preferred.
- Must be able to organize, direct, and manage activities and projects, and work independently.
- Experience teaching, either within a preschool or early elementary classroom environment or within the settings of an informal learning environment preferred.
- Demonstrated understanding of childhood development through successful programming preferred.
- Must have strong planning and organizational skills.

- Must have excellent verbal and written communication skills.
- Must be able to collaborate with others (including in person) to proactively develop solutions.

**Physical Requirements:**

While performing the duties and responsibilities of this position, the employee is regularly required to walk, stand, move from place to place, use hands to finger or handle and talk or listen. The employee is frequently required to sit. The employee is occasionally asked to lift up to 25 pounds. Specific vision requirements for this position include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must be able to use all basic office equipment.

The employee works in a children’s museum and office environment with moderate noise. Occasional travel may be required.

An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

**Apply:** To be considered for this position send your resume and cover letter to [info@abkids.org](mailto:info@abkids.org)

*Above and Beyond Children’s Museum is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran’s status, sexual orientation, gender identity or gender expression.*