

POSITION DESCRIPTION

Job Title: Family & Youth Programs Coordinator	Date: September 21, 2006
Department: Public Programs & Education	FLSA Status:
Grade/Salary Range:	Emp Grp:
Supervisor: Director of Public Programs & Education	Approved By:

Reporting Relationships:

The Family & Youth Programs Coordinator reports directly to the Director of Public Programs and Education. He/she works closely with volunteers and other staff members.

General Responsibilities:

The Family & Youth Programs Coordinator is a part-time position. Principle responsibilities are to devise, create, implement and promote family and youth programming for constituents of the CCHS. The position also supports the efforts of the entire Education/Programs Department as needed.

Specific Duties and Responsibilities:

- Creates family and youth programs for CCHS' constituency (including but not limited to seminars, workshops, lectures, tours, speakers, etc.).
- Works with Director of Public Programs on a calendar of events.
- Assists with marketing/promotion of family and youth programming.
- Schedules family and youth tour group visits.
- Coordinates/trains museum volunteer guides.
- Serves as a backup for other Education/Programs as needed.
- Assists with special events, specifically pertaining to family and youth programs.
- Other duties as assigned.

Qualifications:

- Strong communication and interpersonal skills.
- Creative in terms of programming and marketing.
- Friendly/able to work with a range of constituents – co-workers and volunteers.
- Flexible and capable of managing multiple tasks.
- Strong computer skills, including database experience.
- Highly organized and detail-oriented.
- Must be a team player.

Work Schedule:

This is a part-time (21 hours/week) position, subject to CCHS' flex schedule rules. It will require some evening and weekend work.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.