



POSITION DESCRIPTION

FAMILY PROGRAM MANAGER

EMPLOYEE:	OPEN	JOB CODE: 19-1031.03
FLSA STATUS:	Exempt	POSITION GRADE: 12
COMPONENT:	Interpretation	LOCATION: MYCO
REPORTS TO:	Director of Education	
PREPARED BY:	Nancy Crane	DATE: January 25, 2010
APPROVED BY:	Julie Voges	DATE: January 25, 2010

SUMMARY: Under general supervision of the Director of Education, the Family Program Manager conceives, designs, develops, implements, and evaluates a full range of regularly offered and engaging educational programs for families and children across the CHM system of museums.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include but are not limited to:

1. Plans a rolling annual calendar of learning experiences that meet a variety of ages and needs together with CHM education/interpretive staff and content development, community members and organizations. Programs may include, but are not limited to, summer camps, summer programming, scout programs, birthday parties, after-school, home school and weekend programs.
2. Applies best practices to program development, delivery and evaluation and strives to discover and apply new strategies and techniques to keep programming fresh and exciting.
3. Creates a continuity of program offerings through which families may participate multiple times throughout the year and develops a logical path for families to continue participation and involvement in programs as children develop.
4. Develops a deep understanding of CHM family audience interests and needs and applies this knowledge in the ongoing development, implementation and evaluation of programs.

FAMILY PROGRAM MANAGER

Page 2

5. Delivers programs themselves and also directs the implementation of programs through others. Supervises part-time, seasonal summer camp instructors and volunteers.
 6. Observes directly and evaluates programs, staff and volunteers on a regular basis.
 7. Recommends ideas for program improvement.
 8. Works cooperatively with other CHM divisions including Institutional Advancement, Volunteer & Visitor Services, etc. to meet programmatic needs.
 9. Participates in exhibit planning and evaluation to ensure exhibits will meet the needs of the family and children audience as appropriate.
 10. Performs other duties as assigned within the scope of responsibility.
-

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelors degree from accredited college or university, Master Degree in Education a plus, prior experience working in an educational setting with families and children, prior experience developing and delivering programs in an informal setting such as nature center, museum, or library preferred.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Fluency or communication skills in Spanish a plus.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra.

FAMILY PROGRAM MANAGER

Page 3

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid driver's license.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Employee's Signature

Date

Supervisor's Signature

Date