



## Ann Arbor Hands-On Museum & Leslie Science & Nature Center

### Position Description

**Job Title:** Program Manager

**Reports To:** Director of Education and Wildlife

**Status:** Exempt

**Salary:** \$33,000-36,000, commensurate with experience

**Department:** LSNC

**Revision Date:** October, 2021

**Position Type & Expected Hours of Work:** Full-Time, Monday-Friday with evening and weekend hours required.

**Summary** The Program Manager is responsible for developing and delivering a wide variety of interpretive, STEM, aviation, and environmental education programs, and events.

#### Essential Functions

1. Provide excellent customer service to all families, visitors, and community partners.
2. Program development and management for programs including: program planning, scheduling, instruction, materials assembly, educational tool maintenance, and supplies procurement.
3. Manage program's budget, maintaining accurate and detailed financial records; prepare recommendations for future said program's budgets Evaluation of programs, ensuring content and delivery meet expectations for both program content and delivery.
4. Learn, prepare, and deliver high-quality education programming for any Unity in Learning (UIL) programs based out of Ann Arbor Hands-on Museum, Leslie Science & Nature Center, and Yankee Air Museum.
5. Train, and supervise paid and unpaid staff with an emphasis on creating a safe and supportive atmosphere for staff and participants. Participate in hiring committee for staff.
6. Manage buildings supplies and resources to support programs and program staff, which includes purchasing within budgetary guidelines.
7. Orient, train, and mentor education department staff; serve as a model for best practices, and offer on-the-spot coaching and guidance as well as contribute to formal performance management systems. Contribute to annual evaluation process for teaching staff.
8. Effectively communicate, coordinate, and build respectful relationships with all members of the UIL team to ensure overall success of UIL programming.
9. Develop themes, descriptions, and schedules for all camp programs and be actively involved in all related marketing efforts.
10. Coordinate program and staffing schedules with program managers and directors; manage program staffing work-loads and challenges such as call-ins.



11. Serve as a liaison to leadership and a mentor to staff; acting as a resource and support for all team members.
12. Be able to teach all programs and handle all core animals necessary to teach programs.

### **Additional Duties**

1. Gains familiarity with all education department programs in order to deliver any program as necessary.
2. Attends staff meetings and required events such as volunteer recognition, membership and fundraising events.
3. As schedule permits, participates in the on-duty staff rotation.

**Supervisory Responsibility** This position has shared supervisor responsibility for the Educators.

**Work Environment** The work is both inside in a school or related environment and outside in heat/cold, wet/humid and dry/arid conditions. The employee needs to be able to work in an environment exposed to environmental allergens including, but not limited to: dust, mold and pollen. They will regularly be exposed to live birds, insects and other animals. The noise level in the work environment is usually moderate to loud when delivering programs to large groups.

**Physical Demands** While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee is regularly required to lift and/or move items that weigh up to 50 pounds. This is an active role that regularly requires reaching, standing, walking, bending, kneeling, stooping, crouching, crawling and climbing stairs. The employee is frequently required to walk outside on uneven ground.

**Travel** Daily local travel is required to attend events, community meetings and deliver programs to offsite locations.

**Required Education and Experience** A Bachelor's degree, or equivalent years of related experience, is required. Minimum of two years' experience with handling and caring for wildlife; minimum of two years experience in a formal or information educational environment. Passion and aptitude for Michigan's natural history. Sound knowledge of pedagogy and developing/implementing appropriate instructional strategies. Ability to multi-task and prioritize while meeting the demands and deadlines of simultaneous projects. Demonstrated leadership and training skills. Ability to work collegially within a small organization. Excellent customer



relations orientation. Strong written and verbal communications with experience communicating with a broad range of age and interest groups. General computer literacy.

**Preferred Education and Experience** A Bachelor’s degree or equivalent experience in early childhood education, science, science education or technology, environmental education, museum studies, or a related field. Experience in museum, nature center or non-profit education and/or administration.

**Additional Eligibility Qualifications** A valid driver’s license, access to reliable transportation and the ability to meet our insurance requirements is required.

**Acknowledgement**

I have received, reviewed and fully understand the job description for the Wildlife Program Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_