Position Title: Coordinator, Education Programs
Classification: Full-time, hourly, non-exempt
Department: Programming
Reports to: Director of Programming (Education)
Wage Range: $15.00-$17.00 per hour

Position Summary:
This position coordinates Living History Farms education programs, in fulfillment of our mission to educate and connect all peoples to the many stories of Midwestern rural heritage. The position supports, develops, and delivers programming consistent with the interpretive goals of the museum and strategic initiatives outlined in our strategic plan. This position will work as part of the Programming team to deliver exceptional and memorable programming for youth, families, and adults that adhere to best practices and statewide curriculum standards. The Day Camp Program is accredited by the American Camp Association (ACA). This position ensures compliance with ACA standards and documents compliance for review and audit. This position assists in the implementation and maintenance of the museum’s programming for schools, youth, adult, and families. Programming includes school field trips, homeschool programs, day camp programs, pre-school programs, adult and family education classes, school and community outreach programs, and other staff-led learning experiences. This is a guest-facing position, that also assists in the training, direction, and supervision of seasonal program staff, interns, and volunteers.

Essential Duties:
This position interacts with all departments and with guests of all ages. This position performs all duties with integrity and exercise sound professional judgment and decision making and performs other duties, as assigned.

Develops, modifies, evaluates, and implements age- and developmentally appropriate day camp curriculum and programming, within museum and program goals and to meet ACA standards.

Leads programming as needed during summer and vacation break camps, either as a part of the normal camp, or fill in when someone is absent.

Supervises the early drop-off and aftercare program for summer camp.

Ensures the safety of all participants, staff, and camp volunteers during camp.

Participate in the hiring, training, supervision, and evaluation of camp staff, including high school junior counselor volunteers.
Provide coaching, mentoring, encouragement, and support proactively to program staff. Fosters and maintain a professional, respectful, cooperative, team-based work environment.

Leads training as needed for program staff and camp junior counselor volunteers, including, but not limited to: CPR/first aid; strategies for working with youth and managing youth behavior; diversity and inclusion workshops; recognizing and preventing bullying; training to do crafts/activities for specific grades/camps; and other ACA mandated trainings, etc.

Troubleshoots issues and concerns as they arise.

Coordinates and orders supplies within approved budgeted parameters.

Annually reviews policies and procedures, updating and implementing changes proactively, including keeping an up-to-date operation manual for camp.

Acts as AED program coordinator: manage day-to-day aspects, establish, and document policies that govern placement, maintenance, and use of AED as well as training personnel.

Serves on the camp scholarship committee, which awards needs-based scholarships to potential camp participants.

Leads programming at the museum’s one-room schoolhouse, for school tours and hands-on programs.

Delivers outreach programs in schools and to other community groups and homeschool groups.

Assists with the development and delivery of programs and resources that support K-12 curriculum standards, including professional development workshops for teachers.

Coordinates Homeschool Day events (2-3 per year)

Develops materials (scavenger hunts, resources, etc.) for use by families as they tour the museum.

Delivers presentations and programs for young children and their adult caregivers.

**SUPERVISORY RESPONSIBILITIES:**
This position will work with, train, and supervise seasonal education program associates (7-9), interns (2-4), and approximately 80-100 volunteers.

**WORK ENVIRONMENT:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position frequently works outdoors, sometimes in adverse conditions (heat, rain, cold). Work may be performed in dusty, outdoor environments; in poorly lit areas; and near open fires. The noise level in the workplace varies from quiet to noisy. Many buildings this position works in are not climate controlled. This is a dynamic, fast-paced, team-oriented workplace.

**PHYSICAL REQUIREMENTS:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Essential duties include working sitting,
standing, bending over or kneeling; may involve some lifting and moving of objects; standing for extended periods; climbing stairs, ladders, companionways, and/or gangways. Must be able to lift 50 pounds.

**EDUCATION/SKILLS:**
- College graduate with a major in education, museum studies, recreational studies, family & consumer science, or related field
- Valid driver’s license required
- First aid and CPR certification a plus
- Minimum of 2 years working with children, families, adults, or students of all ages in museums, schools, camps, or other learning environments
- Previous experience managing staff/volunteers
- Knowledge of American Camp Association (ACA) accreditation standards or similar program accreditation process a plus
- Working knowledge of educational theory, child development theory, learning styles, and positive behavior management techniques
- Must love working with people of all ages
- Strong work ethic; innovative, detail-oriented, flexible, and able to multi-task/pivot due to unforeseen circumstances; willingness to take initiative
- Excellent interpersonal, organizational, and communication skills
- Creative, crafty, willingness to learn and to try new things
- Excellent teambuilding, supervisory and mentoring skills
- Ability to manage conflict, and to recognize exceptional work
- Computer experience, especially with the Microsoft Office package of programs
- Able to present a professional image in person, via email, and over the telephone

**POSITION HOURS & SCHEDULE:**
This position generally is scheduled Monday through Friday with occasional weekends and evenings as needed for programming and events. Hours for this position often mirror the program offerings. Flexibility in scheduling and consistent punctual attendance are essential.

**GENERAL INFORMATION:**
Living History Farms mission as an interactive outdoor museum is to educate and connect all peoples to the many stories of Midwestern rural heritage. Staff are required to uplift our mission, advance the museum’s core values in their work and consistently provide professional interactions with the public and co-workers with excellence. Living History Farms is a privately run, not-for-profit organization on 500 acres located in Urbandale, Iowa. For more information, please visit [www.Livinghistoryfarms.org](http://www.Livinghistoryfarms.org). The Day Camp Program is accredited by the American Camp Association (ACA). The museum is among an elite percentage of museums that are accredited by the American Alliance of Museums.

**To apply:** This position will be posted until filled. Please complete the employment application, available at [https://www.lhf.org/employment/](https://www.lhf.org/employment/). Send application, cover letter, and resume to Ruth Haus, President at rhaus@lhf.org.

Position description approved by RCH/October 27, 2022