

## **KENTUCKY SCIENCE CENTER**

### **POSITION DESCRIPTION**

**TITLE:** **Traveling Van Program Coordinator**

**REPORTS TO:** Sr. Manager of Fee-Based and Partnership Initiatives

#### **SUMMARY:**

The Kentucky Science Center's Traveling Van Programs offer engaging science education programming in local elementary schools, community events and outreaches throughout Kentucky and southern Indiana. To coordinate that effort, the Science Center seeks an energetic, self-motivated, enthusiastic individual with dynamic presentation and relationship-building skills to maximize the program's potential to reach children and families across the region. Specific duties include learning, understanding, training and facilitating Van Program experiences, traveling to and from the program site, maintaining equipment and advocating state wide for this program. As a result, the successful candidate will build capacity in areas such as leadership and supervision, teamwork and teambuilding as well as technical skill building from developing objectives and budgets to program development, communication and facilitation techniques. The Van Coordinator will be required to drive distances across the multi-state area and have a valid drivers' license.

#### **RESPONSIBILITIES:**

- Engages with the public in a positive and friendly manner, communicates directly with program clients, participants and volunteers; maintains an open line of communication and follow up with clients to maintain long-term relationships
- Is primary contact for schools and other organizations vis a vis the traveling van programs prior, during and after the program.
- Work with Visitor Services Department on program information, reservation/booking process for teachers and other program clients
- Coordinate and facilitate the detailed logistics and implementation of Van Programs in cooperation with the departments of Visitor Experience, Facilities and Operations, and External Affairs.
- Ability to lead demonstrations to large scale audiences and to teach a range of programs for schools, youth groups and adults.
- Maintains offsite program supplies and vehicles, including those housed in the offsite storage unit, in a clean and safe working environment, in cooperation with other Education Staff.
- Establish implemented documentation plan for offsite programs such as annual budget, monthly expenses, sponsorship and grant criteria, attendance tracking, mileages, receipt tracking and any additional information that is deemed necessary.
- Research, develop and maintain positive relationships with communities in the multi-state area to establish market for Van Programs. Work with Visitor Experience and External Affairs team to create a strategic plan of action to increase program awareness, secure sponsors, and build relationships among target markets, increasing bookings throughout these regions.

- Facilitate training manual and procedures integrating Science Center mission and methods for both Van Programs; train and evaluate Offsite Educators to ensure excellent program quality and performance.
- Perform program evaluation as assigned.
- Performs other duties as assigned by the Sr. Manager of Fee-Based and Partnership Initiatives.

**POSITION QUALIFICATIONS:**

- Extraordinary problem solving and leadership skills, exercise good judgement, the ability to be self-directed, organized, excellent customer service, dynamic presentation skills, accurate and detail oriented, with the ability to handle fast paced environment in a friendly and professional manner.
- College Graduate with emphasis in education, science or other related discipline.
- Working experience with Kindergarten through middle school students (K-8).
- Able to lift up to 50 pounds and perform the physical duties such as lifting, reaching, pulling/pushing.
- Able to travel and work evenings/weekends
- Ability to stand/walk for long periods of time.
- Valid Driver's license with clean driving record
- Must pass a criminal background check.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- Ability to work comfortably with the public of all ages and backgrounds.
- Ability to learn quickly, adapt to changing situations and react calmly under pressure.
- Understanding of basic educational practices and basic scientific principles.
- Ability to motivate and inspire others, especially children of all ages.
- Ability to work comfortably with science equipment, multimedia/instructional technology and safety procedures during training and in workshops or demonstrations.
- Ability to speak clearly and present ideas effectively.

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Reasonable accommodation may be made to those who are able to perform the essential duties of this job.

The Kentucky Science Center reserves the right to revise this Position Description, as it deems necessary.