



### **Small Explorers Program Coordinator**

New Jersey State Museum Foundation

Application Deadline: October 11, 2021

Part-Time Temporary, Grant-funded position; up to 18 hours per week, November 2021-June 2022

\$23-25/hour based on experience

#### **Description:**

Small Explorers is a New Jersey State Museum early childhood education program that began in 2012 and is funded by the PNC Foundation Grow up Great initiative, through the New Jersey State Museum Foundation. The program coordinator manages all aspects of the program including recruiting participating families, communicating with families, managing reservations for sessions and planning and presenting sessions monthly. Programs focus on using Museum objects to expand literacy and kindergarten readiness for children ages 0-5 in the Trenton area. Programs take place on the second Saturday of the month both at the Museum and virtually over video conferencing. Monthly programs are thematic and follow a specific formula of read-aloud, play time, craft time and gallery exploration.

#### **Essential Responsibilities:**

- Deliver lesson plans according to the Small Explorers model.
- Responsible for ordering, inventory and distribution of materials for each session.
- Communicate with families regularly by email and through online groups.
- Responsible for set-up and clean-up at each session that you facilitate.
- Present monthly programs to families in-person at the Museum and via video conferencing.
- Participate in project evaluation by distributing surveys, interviewing families and writing observation reports.
- Participate in facilitator training as needed.

#### **Candidate Requirements:**

- High School diploma required; BA/BS/Undergraduate in education, museum studies or related content area (history, art or science) preferred.
- Minimum 1 year experience in early childhood education, preferably in an informal learning setting.
- Excellent instructional and communication skills.
- Bilingual in ASL or Spanish preferred.
- Ability to work independently and as part of a team.
- Ability to work Saturday mornings
- Familiarity with standard Microsoft and Google software, as well as video conferencing
- Must be a U.S. citizen or an alien authorized to work in the U.S.

Send Resume and Cover Letter and three professional references by October 11, 2021 to:

Beth Cooper, Curator of Education

New Jersey State Museum

[Beth.cooper@sos.nj.gov](mailto:Beth.cooper@sos.nj.gov)

The New Jersey State Museum Foundation is an Equal Opportunity Employer.