

The Valentine Job Description

Position Title: Middle and High School Programs Coordinator¹

FLSA Status: Non-exempt²

Grant Funded: 100%

General Responsibilities: Middle and High School Programs Coordinator is a temporary (one year), 10-15 hour/week part-time position that will develop, coordinate and lead museum programming for Middle and High School students. This position's major duties also includes outreach to Greater Richmond school communities to build relationships with teachers and administrators as part of program planning and development.

Reporting Supervisor: Student Programs and Tours Manager

Positions Supervised: None

Core Job Responsibilities and Duties:

- Collaborate with the Student Programs and Tours Manager to lead, update and develop new and existing programming, tours and materials for Middle and High School student audiences
- Conduct outreach to local schools to promote programming, and build relationships with teachers and administrators
- Serve as contact for reservations of Middle and High School programs and tours, provide customer service, scheduling and data entry for reservations and program confirmation
- Assist Student Programs and Tours Manager with organization of program facility and material needs, including program kits, laptops, and projectors
- Collect data and complete monthly reports of schools and students served for Public Programs department
- Develop internal and external program evaluation tools for Middle and High School programs
- Attend Public Program team meetings and other staff meetings as necessary
- Assist occasionally with special public programs during weekend and evening hours, including but not limited to tours, outreach and special events

¹ DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

²FLSA stands for the Fair Labor Standards Act, which was enacted by Congress in 1938 and is under Federal Wage and Hour statutes. An exempt employee is not paid for overtime hours worked. There are three categories under which an employee may be considered exempt. They are administrative, executive, and professional. These categories generally define an exempt employee as one who customarily and regularly exercises discretion and independent judgment in the performance of his/her duties.

Qualifications

1. Bachelor of Arts in history, education or art history or another relevant field
2. 2-3 years of experience in teaching and curriculum development of educational programming for youth, and knowledge of Virginia Standards of Learning, curriculum and best practices
3. Self-starter with ability to work independently and as a member of a team
4. Ability to promote programs to various customers, build relationships with teachers and administrators, and provide excellent customer service
5. Attention to detail and strong organizational skills required
6. Excellent written and oral communication skills
7. Computer proficiency, particularly with Microsoft Suite (Word, Excel and PowerPoint)
8. Occasional weekend and evening work

Physical Demands:

The Student Programs and Tours Manager must be able to use a telephone, computer keyboard and mouse; reach with hands and arms, speak for extended periods of time and listen. The position requires the ability to walk and sit, as well as to lift and carry objects such as crates, boxes, books and files weighing up to 40 pounds; work around dust and mildew. The Student Programs and Tours Manager is occasionally required to stand, stoop or kneel. Specific vision abilities required by this position include close vision and the ability to focus. The physical demands described here are representative of the requirements 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.

Compensation & Work Hours

1. Part-time hourly position, scheduled as needed.
2. Wage commensurate with experience, \$15 - \$17 per hour.