

**Job Title:** Manager of Camps & Group Programs

**Reports To:** Director of Education Ecosystems

**Classification:** Full-time, salaried, exempt

**Schedule:** 40 hours per week. Primarily based at Kaleideum's North location but has responsibilities at and must be able to travel to Kaleideum Downtown regularly. Must work schedule that includes days, nights, and weekends

**Compensation:** \$25,000-\$27,000 per year

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**Background:**

Kaleideum was formed in July 2016 as result of the merger of SciWorks and The Children's Museum of Winston-Salem. Currently, the museum operates two locations with a combined 95,000 square feet, 200,000 annual visitors and more than 2,200 members. Kaleideum is expecting to move into a single location, located in downtown Winston-Salem, in the fall of 2021. The mission of the Museum is: *Inspiring wonder, curiosity, and lifelong learning in our children and community through interactive play and discovery.* As a merged entity, we spark the imagination and ignite the intellectual curiosity of our visitors by developing exhibits and programming that fuse STEM (science, technology, engineering, and math), literacy, and the arts into an integrated approach to learning. In all our endeavors, we seek to be strong partners with our families, schools, and community members as we prepare future generations for lifelong learning and success.

**Position Overview:**

The Manager of Camps & Group Programs at Kaleideum manages all of our out of school time day camps, our overnight camp-ins, scout programs, and other programs for our group audiences. These experiences help Kaleideum further our mission and revenue-based goals through strong guest service, budget management, communication, team management, and program development and facilitation.

The successful applicant is a charismatic, improvisational, storyteller. Applicant should be flexible, resilient, insightful, innovative, accountable, and relationship-driven with a desire to learn new things and remain current on successful school-aged learning strategies and pedagogy. The successful candidate will collaborate with peers and his or her team to develop and deliver innovative programs that are dynamic, exciting, and interactive.

**Primary Duties and Responsibilities:**

- Lead the planning, creation, and implementation of day camp experiences for campers at both Kaleideum campuses
- Manage day-to-day operations of Kaleideum Camps
- Remain flexible to add day camp experiences to accommodate unexpected local school closures
- Collaborate with communications and marketing team to provide key messages and program details as necessary
- Cultivates and maintains relationships with community organizations, parent groups, school administration, and other organizations and related agencies
- Establish an environment conducive to learning and appropriate to the physical, social, and emotional development of our audience members
- Evaluate current offerings and modify with refreshed content
- Selection, management, coaching and support of team of part-time and volunteer staff, and provide training for other full and part-time educators and floor staff
- Collaborate with colleagues to develop and facilitate camp and group programs throughout the year
- Collaborate with the department's leadership in planning the vision for camps and group programs, and in creating new revenue-generated initiatives

- Practice and enforces safety and emergency policies and procedures. In addition to maintaining a clean and safe environment for program participants and instructional staff in all Kaleideum classrooms, labs and storage areas in cooperation with other team members
- Document and maintain tracking/analysis of program revenue, expense allocations and program statistics on a monthly basis
- Collaborate with other internal departments to coordinate infrastructure of camp programming such as classroom/lab space reservations, registration and general booking policies, marketing and promotion
- Serves as a key member of cross functional education management team
- Acts as point of contact for caregivers
- Other related duties as assigned

**Knowledge, Skills, Abilities:**

- Commitment to and passion for the mission, vision and values of Kaleideum
- A personal commitment to fostering a multicultural, diverse organization
- Team player with the ability to collaborate in a dynamic, ever-changing environment
- Attention to detail and have the ability to work independently
- Strong project management and time management skills, including the ability to manage multiple projects simultaneously, delivering on budget and within deadline
- Ability to create a safe environment for audience and staff

**Qualifications:**

- Degree in education, early childhood, a STEM field, liberal arts, and/or science education required; Master's degree preferred
- 2+ years of experience in youth programs, camps, or other related programs
- Demonstrated ability in program design, implementation, evaluation
- Exceptional communication, writing, public speaking, and interpersonal skills
- Able to work a flexible schedule to accommodate camp and camp-in schedule
- Ability to work or train to ensure proper use of science equipment, multimedia, technology, and safety procedures
- Ability to develop effective programs to engage participants of diverse needs and skills

**Essential Physical Functions:**

The physical demands described are representative of those that must be met to successfully perform the essential functions of this job. The physical demands include standing or walking more than half of the day, climbing stairs, lifting up to 25lbs, crouching, kneeling and twisting consistently.

Kaleideum is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

**All applicants must submit to a drug test and criminal background check as part of the pre-employment process for Kaleideum.**

To apply, please submit a museum application and resume to [mharshaw@kaleideum.org](mailto:mharshaw@kaleideum.org)