

## BUFFALO SOCIETY OF NATURAL SCIENCES POSITION DESCRIPTION

### Facilitator of Learning/ Camp Coordinator

*We inspire joyful exploration of science and nature through engaging experiences, unique resources, and exceptional staff.*

**Dept./Division:** Programs and Experiences

**Position Title:** Facilitator of Learning/ Camp Coordinator

**Primary Reporting Responsibility:** Programs Manager

**Status:** Full-time/non-exempt/ Schedule based on seasonal programming needs including some weekends and evenings.

#### **Overview:**

At the Buffalo Society of Natural Sciences, we believe that science creates opportunities and shapes our world. We take pride in providing an environment that inspires curiosity, self-directed learning, and fun for our guests of all ages. We know that when you mix GREAT SERVICE with GREAT PEOPLE, the result is LASTING MEMORIES for our guests.

#### **Summary:**

The Facilitator of Learning/ Camp Coordinator is responsible for implementing public, community-based, school, camps, and other programming to advance the Buffalo Society of Natural Sciences as a key learning and educational resource across our region.

Responsibilities include, but are not limited to, designing, implementing, and evaluating a variety of revenue generating as well as no-cost programs for audiences and ensuring programs are in line with the Society's mission.

The Facilitator of Learning/ Camp Coordinator is also responsible for overseeing the Museum's Discovery Camp programs including program development, managing seasonal staff, coordinating camp schedules and database system, and ensuring the safe operation of camp programs and activities in accordance with Department of Health policies.

#### **Essential Functions:**

- Develop, schedule, and implement programs, camps, classes, workshops, and other presentations for youth, adults, and families.
- Achieve and strive to exceed monthly and annual participation and revenue goals as established through annual budget process.
- Serve as a member of the Programs and Experiences team, facilitating a variety of inquiry-based, hands-on, audience-directed STEM programs to a range of audiences in on-site, off-site, and virtual settings. This includes school and out of school time audiences as needed.
- Support programmatic development for events with a high educational mission so that our experiences are reflective of our institutional values and pedagogy.
- Coordinate all aspects required to guarantee success of BMS Discovery Camp programs- including but not limited to:
  - Develop camp themes, activity plans, and schedules with fellow members of the Programs and Experiences team.
  - Complete the annual application, inspections, and reports for the BMS' Department of Health Camp Permit.
  - Recruit, hire, train, schedule, and manage seasonal camp staff.

- Work with the Camp Health Director to ensure that the camp’s medical procedures and responsibilities are consistently followed.
- Obtain and maintain security of camper health and personal information.
- Communicate with camp staff any allergies, medical conditions, and specific notes on each Camper from the parents (i.e., food and environmental allergies, asthma, special needs).
- Oversee day to day Discovery Camp functions to maintain a safe and fun environment for all campers by following all Buffalo Society of Natural Sciences policies and procedures, as well as standards set forth by the New York State Health Code and Erie County Department of Health
- Collaborate with External Relations team to meet promotional deadlines and ensure that publicized information about upcoming programs, events, and Discovery Camps are current and accurate.
- Fulfills other duties as assigned to meet the needs of the Buffalo Society of Natural Sciences.

The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience and Skills Required:**

- Minimum of Bachelor’s degree in science, museum studies or education OR 2-3 years relevant experience.
- Excellent communication skills, including writing and editing.
- Interest in an inquiry-based, student-directed discovery learning approach.
- Experience training, teaching, and evaluating the work of personnel.
- Experience in the management of informal learning programs a plus.
- Experience facilitating interactive programs / workshops for students and teachers a plus.
- Possesses leadership qualities that encourage cooperation and teamwork.
- Passion for lifelong learning and a natural sense of curiosity.

**Physical Demands:**

- A valid driver’s license is required
- Ability to transport up to 40 pounds of materials with the assistance of a wheeled cart
- Listening and speaking in person and over virtual platforms with individuals and groups frequently
- Moving around often or continuously within the Museum
- Frequently remaining in one place for extended periods of time

**Culture and Values**

The Society’s culture is one of collaboration, collegiality, and teamwork. The Facilitator of Learning/ Camp Coordinator must have a desire to work in a mission-first and audience-centered culture following the Society’s core values of integrity, engagement, diversity, and knowledge. The Facilitator of Learning/ Camp Coordinator must intend to produce products and experiences of exceptionally high quality and to enjoy work and colleagues.

The starting salary for this position is \$20.00 per hour along with a competitive benefits package.

**Equal Opportunity Employer**

At the Buffalo Society of Natural Sciences, we believe that to achieve the greatest potential in opportunity, innovation, and discovery, as well as to reach the highest level of effectiveness and well-informed decision

making, diversity of experience and viewpoints is paramount. Further, as a mission-first organization that seeks to be a welcoming and welcomed resource for all in our community, the Society strives to reflect the great diversity of those living in western New York. We encourage applications from individuals of all backgrounds and life experience. The Buffalo Society of Natural Sciences is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, or genetic information.

To apply for this position, email a cover letter and resume to [Lorry@GoldhawkHR.com](mailto:Lorry@GoldhawkHR.com) with “Buffalo Museum of Science” in the subject line.