

PROGRAM COORDINATOR, CHALLENGER LEARNING CENTER

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work which involves the responsibility for running a Challenger Learning Center in accordance with guidelines established by the Challenger Center for Space Science Education. The work involves planning, coordinating and directing all center programs. The incumbent is responsible for overseeing the operation of the facility and affiliated services. The work is performed under the supervision of the Director of Parks and Recreation under the general direction of a Board of Directors. Supervision is exercised over seasonal employees and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, coordinates and directs all related programs to the center including simulated space missions, mission related teacher education workshops, student workshops, etc.;

Keeps programs and activities up to date and pertinent to the times;

Promotes facility events and programs to community groups, schools, etc.;

Schedules, trains and supervises seasonal staff;

Prepares and recommends budget expenditures;

Develops mission-related written materials, multi-media materials and other educational resources for schools, the public, staff and other guests of the Challenger Learning Center;

Manages inventory for programs and submits orders/requisitions based on budget when needed;

Maintains records and prepares reports;

Maintains cleanliness of facility, supplies and equipment and reports any needed repairs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the basic principles, practices and techniques of education; good knowledge of techniques to interface with and establish cooperative and effective relationships with children, youth and members of the community; ability to promote, plan and organize educational programs related to space science; ability to use Challenger Center simulation hardware and software and other computer/software programs for data processing and word processing*; ability to train equipment and software users; ability to address groups effectively; ability to plan, supervise and coordinate the work of others; ability to communicate effectively, both orally and in writing; ability to maintain records and prepare reports.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher in Education and one (1) year of work experience which substantially involved operating specialized computer programs as a major portion of the work**;
or
2. A Bachelor's degree or higher in Education which must have included or been supplemented by fifteen (15) hours of academic credit in the fields of computer science, management information systems or related curricula.

*To be demonstrated during the probationary period.

**Major portion of the work means more than 50%.