



Title: Garden Program Associate

Part Time Position

Reports to: Assistant Director of Programs

Date: March 8, 2017

Summary: The Mississippi Children's Museum seeks a Literacy Garden Programs Associate to support the museum's programs team, including weekly programs, field trip planning, supply preparation, implementation and other tasks as assigned by the Assistant Director of Programs. This is a part time position, requiring weekday and weekend flexibility commitment of about 20-25 hours per week. In addition, there may be the opportunity to assist in museum outreach events and other after-hours programming at the museum.

Responsibilities/Duties:

- Literacy Garden –
 - a) Work with the Assistant Director of programs to research, plan and implement onsite outdoor and garden programming in regards to education standards
 - b) Evaluate needs and work toward solutions in The Literacy Garden with regards to planting, aesthetics, maintenance and safety
 - c) Responsible for working with and advising Assistant Director of Programs of needs for specific areas of The Literacy Garden and Grounds
 - d) Evaluation of The Literacy Garden and programming
- Maintaining Supplies-
 - a) Responsible for making sure supplies are re-ordered or purchased when they are running low (or when something in particular is needed)
 - b) Responsible for returning any borrowed or leftover supplies to their storage location the day of a program
- Educational Programs-
 - a) Possible work with MCM after-hours programs and outreach.
 - b) Outreach programs may require some day travel to schools or community events
 - c) Assistance out on the floor during weekends, spring break, summer months and other special events
 - d) Research, plan and implement programs on Saturdays or during special programming events seasonally
- Cross-Training in Education/Operations team responsibilities
 - a) Cleaning and managing the floor and visitor experience
 - b) Possible assistance at the front desk and selling memberships
 - c) Assistance setting up for special events and programs

Qualifications and Skills:

High school diploma and college coursework required with a minimum of two years' experience in education and/or working directly with children.

- Excellent interpersonal, written and oral communication skills
- Attention to detail, flexible and organization

- Ability to work independently and in a team-oriented environment
- Reliable transportation necessary for outreach programming

Hours:

- Approximately, four days a week; 4-6 hours per day. Possibility exists for additional hours through museum outreach and other programmatic opportunities.

The Mississippi Children's Museum is a 501(C)3 organization with the mission of providing unparalleled experiences that ignite a thirst for discovery, knowledge, and learning in all children. To apply, please submit cover letter, resume and the names and addresses of three or more professional references to:

- email: careers@mcm.ms
- fax: (601) 709-2603
- mail: Mississippi Children's Museum, Attention: Careers PO Box 55409, Jackson, MS 39296