Afterschool Group Leader

Summary: The Mississippi Children's Museum (MCM) is looking for an enthusiastic, patient, and understanding individual to work in a fast-paced, fun, and educational childcare environment. The ideal candidate should possess a caring attitude, positive energy, and readiness to interact with both children and adults to help keep museum spaces well maintained. This is a part-time position, with hours from 2:15 PM to 5:30 PM, Monday through Friday, most weekdays after school, in alignment with the Jackson Public Schools calendar. Additional hours will be available during school breaks as desired.

Principal Accountabilities

- Supervises and ensures the safety of a group of children while adhering to museum policies and practices regarding children and staff.
- Leads children in daily activities such as STEAM projects, social-emotional learning, physical education games, and both structured and unstructured free play.
- Supports children in managing emotions and helps during emotional challenges and constructive peer interactions.
- Follows the daily schedule efficiently and proactively adapts to changes based on the group's overall needs.
- Collaborates with other adults to effectively manage children.
    - Communicates professionally and courteously with museum staff, afterschool children, and guests.
    - Assists with daily setup to prepare for children's arrival and meet group needs.
    - Maintains the cleanliness of museum spaces and playgrounds, including resetting and spraying museum galleries.
- Follows all MCM policies and procedures.
- Works closely and collaboratively with the Learning Experiences Department team to support the museum's mission, vision, and strategic goals and create valuable experiences.

Qualifications and Skills

- Experience working with children in settings such as daycares, schools, afterschool programs, sports, or other child engagement environments.
- Demonstrates integrity, patience, adaptability, a sense of humor, enthusiasm, and a strong commitment to serving children ages 3 to 10 years old.
- Enjoys leading activities and facilitating play in a fast-paced, non-traditional environment.
- First Aid, CPR, or lifeguarding training is preferred.

The Mississippi Children's Museum is a 501(C)(3) organization with the mission of creating unparalleled experiences that inspire excellence and a lifelong joy of learning. To apply, please submit letter of interest and resume to: careers@mcm.ms. Management reserves the right to modify, delete, and/or add additional expectations to meet the needs of the Mississippi Children's Museum, as necessary.

Work Schedule

- Available for training on July 23, July 24, July 27, and July 28.
- Monday through Friday, 2:15 PM to 5:30 PM most weeks, following the Jackson Public School District calendar beginning Wednesday, July 29, 2026. The JPS school calendar may dictate specific day changes.
- Scheduled shifts for day camps during school holidays.
- Additional hours may be available for other programs and departments.

Evening Events Scheduled

- Parent Nights—Group leaders are required to attend only on the night their group meets. Nights by Group assignments will be made closer to the start of the school year.
    - Tuesday, September 15, 2026
    - Tuesday, October 27, 2026
    - Tuesday, January 26, 2027
    - Tuesday, February 23, 2027
    - Tuesday, April 27, 2027
- All Staff Meetings
    - November 19, 2026
    - May 20, 2027
- Department Meetings—All on Thursdays unless otherwise specified.
    - Thursdays in 2026:
        - August 27
        - September 24
        - October 29
        - December 3
    - Thursdays in 2027:
        - January 28
        - February 18
        - March 18
        - April 15
        - May 6

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