Afterschool Coordinator

Summary: Mississippi Children's Museum-Meridian (MCM-M) seeks an enthusiastic, motivated, and organized individual to coordinate, plan, and facilitate engaging and interactive learning experiences. This individual oversees the daily operations for the Launch into Learning Afterschool Program and develops hands-on inquiry-based lessons for weekly programs, and camps. This full-time position reports to the Director of Education and Programs.

Principal Accountabilities:

- Trains and supervises group leaders for Launch into Learning Program
- Oversees daily operations and maintain daily, monthly, and yearly attendance records for the Launch into Learning afterschool program
- Submits material/supply/snack orders as needed for Launch into Learning program and weekly programming
- Coordinates transportation with partner school and/or parents of students in Launch into Learning program
- Creates and distributes communications both orally and written, including but not limited to monthly newsletters, bi-weekly behavior reports, phone calls and texts to parents of afterschool students
- Daily interactions with Launch into Learning students
- Plans weekly program experiences and seasonal/summer camps
- Assists with larger group activities and coordination of field trips, programming, and special events as necessary
- Serves on institutional Accreditation Committee
- Supports and engages with statewide education team on The LIFT initiative
- Practices and enforces all safety regulations and emergency procedures
- Abides by MCM policies and procedures
- Demonstrates teamwork as a cooperative team member to ensure MCM-M's success
- Other tasks as assigned

Qualifications and Skills:

- Prior experience in a leadership position working with children
- Proven ability to help children grow in character, experiences, and insights
- A college degree in a field relevant to the responsibilities of the position is required
- Ability to make decisions and adjust plans in real-time

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- Demonstrates enthusiasm, responsibility, consistency, adaptability, patience, integrity, and the ability to remain calm in all situations, while maintaining strong commitment to serving young children
- Successful work experience in a pre-school, elementary school, day care or camp organization
- Possesses practical knowledge and experience in supervision and managing large groups
- Enjoys leading activities with educational objectives

Preferred Qualifications:

- Active Teaching License
- First Aid/CPR training

Hours of Work:

- Monday to Friday, 40 hours a week
- Occasionally work the evenings and on weekends for MCM-M events

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