



FREDERIK MEIJER Gardens & Sculpture Park

JOB POSTING – YOUTH & FAMILY EVENTS COORDINATOR

Department: Education

Supervisor: Youth & Family Programs Manager

Pay Type: Full time, hourly, non-exempt

Date Posted: April 21, 2021

Position Summary: The Youth & Family Events Coordinator develops and oversees a variety of free and paid educational programs for youth and family audiences, including children’s classes, summer camps, off-site outreach events and on-site events. Flexibility will be critical to this role as the Education Department works to expand its staff and restart programs that have been on hiatus during the COVID-19 pandemic.

Essential Functions:

Children’s Classes and Camps -

- In collaboration with the Youth and Family Programs Manager, develops subject areas for children’s classes and summer camps; writes class and camp descriptions and lesson plans; and evaluates children’s class and summer camp content, instruction, and participant experience. Coordinates with the Communications Department, the Youth and Family Programs Manager and the Director of Education to promote children’s classes and summer camps to members and the general public
- Coordinates all logistics for children’s classes and summer camps, including: identifying and securing teachers, recruiting and training volunteers, completing contracts and payments for teachers, reserving classrooms, purchasing and preparing materials, etc.
- Manages the registration process for children’s classes and summer camps, including: creating event templates, assisting guests with registrations or cancellations, approving scholarship applications, taking payments, creating rosters and attendance reports, etc.
- Staffs and manages “day of” class and summer camp needs, including: classroom set-up, guest check-in, participant surveys, and classroom clean-up
- Maintains a spreadsheet of revenue and expenses for children’s classes and summer camps and works with the Youth and Family Programs Manager and the Director of Education to meet revenue goals and monitor expenses
- Assists with the hiring of seasonal staff for summer camps as needed
- Teaches select children’s classes and camps as needed

Family Events and Activities –

- Develops and coordinates a variety of annual family events, including the Butterfly Ballet and Animal Adventures programs. Coordinates two annual events for scouts and assists the Librarian/Archivist with developing and presenting the Cozy Tales Story Time program
- Develops and coordinates off-site outreach programs, including educational activities presented at community events such as Festival of the Arts and ArtPrize

Other Duties -

- Assists with planning exhibitions for the David & Carol Van Andel Children’s Gallery; assists with providing daily oversight of this space as needed
- Coordinates educational technology for youth and family programs
- Other duties as assigned by supervisor

Organizational Expectations:

- Embrace and adhere to Meijer Gardens' mission, brand statement, operating model, policies, procedures, and guiding principles with a strong emphasis on professional behavior and the treatment of others with dignity and respect
- Embrace the fact we are a non-profit institution that serves the public and that you will work with a broad and diverse group of employees, volunteers, members, and guests
- A flexible and collaborative culture is important. Other duties may be assigned within the department as well as across the organization.

Education and/or qualifications preferred:

Education: Bachelor's degree in education, art, horticulture, environmental studies or a related field; or any combination of equivalent education, training, and work experience

Experience: Minimum of 3 years of teaching or interpretive experience working with children in a formal or informal education setting; 3 years of lesson planning experience; project management or event coordination experience

Skills/Knowledge/Licenses: organization and ability to multi-task; excellent customer service skills; comfort with learning new technology and software; STEAM experience and SMART Learning Suite experience preferred; experience with event management/ticketing software preferred

Working Conditions: Indoor office environment with frequent outdoor work in varying weather conditions. Regular standing for long periods of time, walking distances, and lifting up to 25 pounds. Works a flexible schedule that ensures the smooth operation of classes, programs, and events, including regular evenings and weekends.

Apply online at <http://www.meijergardens.org/contact/careers/> or send your cover letter and resume to hr@meijergardens.org.

Frederik Meijer Gardens & Sculpture Park is an Equal Opportunity Employer.

All candidates are required to submit to our background and drug screening process.

Frederik Meijer Gardens & Sculpture Park promotes the enjoyment, understanding and appreciation of gardens, sculpture, the natural environment and the arts.