



Summer Program Staff

Hours: ~15–30 hours/month. Regular weekends and evenings required. June through September, with opportunity to extend if needed.

Reports to: Program Manager

Supervised by: Museum Director

Compensation: \$18–\$20/hr

Position Summary

The Summer Program Staff member supports the delivery of Children's Museum of Central Oregon (CMCO) Mobile Museum programs and events throughout Central Oregon. This role focuses on the hands-on, ground-level work that makes each event successful—setting up and breaking down exhibits, maintaining a tidy and engaging event space, and being a warm, active presence for children and families as they explore and play. Program Staff work under the direction of the Program Lead and Program Manager to ensure every community event runs smoothly and reflects CMCO's commitment to joyful, inclusive, hands-on learning.

Duties and Responsibilities

Mobile Museum Event Support (Approximately 90–95%)

- Attend and actively participate in Mobile Museum events and community programs as scheduled
- Set up and break down Mobile Museum exhibits, supplies, and programming materials at event locations
- Safely load, unload, and transport exhibits and materials; ability to lift and carry a minimum of 30 pounds required
- Tidy and maintain the event space throughout programs, ensuring exhibits and materials are organized and presentable
- Engage warmly and actively with children and families as they explore exhibits, encouraging curiosity and play
- Serve as a positive, welcoming presence for all community members, including children, caregivers, and community partners
- Support an inclusive and enjoyable experience for all visitors, regardless of background or ability
- Follow directions from the Program Lead to ensure events run efficiently and safely
- Assist with cleaning and restoring materials and supplies at the conclusion of each event



Program Support (Approximately 5–10%)

- Communicate any supply needs, exhibit issues, or visitor feedback to the Program Manager
- Help maintain organized, clean, and accessible storage of program materials
- Represent CMCO professionally and positively in all community settings

Qualifications

Required

- Enthusiasm for engaging with children and families in a playful, community-oriented setting
- Ability to lift and carry a minimum of 30 pounds and remain on your feet for several hours at a time
- Warm communication style and comfort interacting with diverse audiences, including children of all ages, caregivers, and community members
- Reliability and punctuality; ability to commit to scheduled events including evenings and weekends
- Ability to take direction and work cooperatively as part of a small team
- Physical ability to set up, operate, and break down exhibit materials and event spaces
- Availability to set up, attend, and take down events on evenings and weekends
- Ability to pass a background check prior to employment

Preferred

- Experience working with children in an educational, childcare, or community setting
- Customer service or public-facing experience
- Familiarity with inclusive practices and commitment to making programming accessible to all families
- Bilingual or fluent in Spanish and English

To Apply

Send your resume and a brief cover letter describing your interest to erica@cmcoregon.org.



About CMCO

The Children's Museum of Central Oregon (CMCO) is an emerging museum that envisions a Central Oregon community where all children have access to hands-on learning and play that enriches their development. Established in 2015, we have served our community through pop-up museum events and programming as a museum without walls.

Our mission is to inspire curiosity and creativity through hands-on STEAM experiences for all children and families.

We are now expanding our work by establishing a permanent museum location and reimagining our mobile museum offerings. Come join us as we move from a vision to making a Children's Museum a reality in Central Oregon!

Website: <https://www.cmcoregon.org/>

CMCO is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, veteran status, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. CMCO makes hiring decisions based solely on qualifications, merit, and organizational needs at the time.