



Program Lead

Hours: ~20-30 hours/month. Regular weekend and evenings required.

Reports to: Program Manager

Supervised by: Deputy Director

Compensation: \$25/hr

Position Summary:

The Program Lead serves as an educator and program leader for the Children's Museum of Central Oregon, with primary responsibility for delivering and leading Mobile Museum programs and events throughout Central Oregon.

This role focuses on facilitating engaging, playful STEAM experiences for children ages birth through twelve and their families in a variety of community settings, including schools, libraries, public events, and pop-ups. The Program Lead works closely with the Program Manager to coordinate scheduling and logistics, and collaborates with the Deputy Director to support programming goals and community partnerships.

Duties and Responsibilities

Mobile Museum Programming & Event Leadership (Approximately 80–90%)

- Lead and facilitate engaging, hands-on STEAM experiences for children and families at Mobile Museum events and community programs
- Deliver standards-aligned educational programming in classroom settings
- Drive the museum van (or other vehicle) to transport exhibits, supplies, and materials to and from event locations
- Set up, operate, and take down Mobile Museum exhibits and programming materials
- Coordinate scheduling and event logistics in collaboration with the Program Manager
- Maintain a positive, welcoming, and inclusive presence while engaging with children, caregivers, volunteers, and community partners
- Ensure high-quality visitor experiences at all events
- Organize, maintain, and inventory program supplies and storage spaces, ensuring materials are accessible and ready for use
- Maintain a clean and organized storage unit and Mobile Museum vehicle



- Collaborate with and support volunteers during program delivery
- Represent CMCO professionally at community events

Program Coordination, Evaluation & Support (Approximately 10–20%)

- Support the Deputy Director and Program Manager in setting monthly and annual programming goals
- Observe, document, and report on program engagement, visitor feedback, and overall event impact
- Provide programming data and insights to support grant reporting and organizational evaluation
- Communicate program needs, supply needs, and logistical updates to the Program Manager and Director
- Contribute to ongoing program improvement and quality enhancement

Qualifications

Required

- Minimum of 3 years of experience in early childhood, elementary education, informal education, or a related field
- Experience managing and/or working with volunteers
- Valid driver's license, and ability to safely operate the museum van
- Reliable transportation to travel to event locations throughout Central Oregon
- Ability to lift and carry a minimum of 30 pounds
- Availability to set up, attend, and take down events, including evenings and weekends
- Self-starter with strong organizational skills and the ability to work independently and collaboratively
- Strong communication skills and comfort engaging with diverse audiences, including children, caregivers, educators, volunteers, and community partners
- Passion for lifelong learning and curiosity about STEAM topics and the natural history and uniqueness of Central Oregon
- Familiarity with inclusive teaching practices and designing programs that are accessible to children and families of all backgrounds and abilities
- Ability to pass a background check prior to employment



Preferred

- Bachelor's degree in education or a STEAM-related field
- Practical experience with Next Generation Science Standards (NGSS), math, and art standards
- Bilingual or fluent in Spanish and English

To Apply

Send your resume and a cover letter describing your interest and qualifications to erica@cmcoregon.org by March 6, 2025.