



# Montana Natural History Center

Connecting People with Nature

120 Hickory Street  
Missoula, MT 59801  
406.327.0405  
www.MontanaNaturalist.org

<b>Position Title:</b>	<u>Museum Youth Programs Coordinator</u>
<b>Position Category:</b>	<u>40 hrs./week, Non-Exempt</u>
<b>Start Date:</b>	<u>April 22nd, 2024</u>
<b>Salary:</b>	<u>18.50 - 20.00/hr. DOE</u>

## WHO ARE WE?

The Montana Natural History Center builds on a collection of shared values in our center and community. Nature-based education inspires connection to the outdoors, a love for the natural world, and in turn, inspired stewardship. Our full mission statement is to *promote and cultivate the appreciation, understanding, and stewardship of nature through education*. To achieve this mission, MNHC offers a wide range of programming to both children and adults in Missoula and western Montana:

- Visiting Naturalists deliver innovative, engaging curriculum for 4<sup>th</sup>-5<sup>th</sup> graders in the classroom and in local natural areas throughout the school year.
- State provider for the Montana Master Naturalist program, delivering courses in Montana flora and fauna throughout the year.
- Display interpretive museum exhibits and gardens on the natural history of Montana.
- Teach distance learning programs for youth in school settings, adult classes, and lectures.
- Teach adult classes on nature writing and natural history topics and lead guided walks and tours in the outdoors.
- Run exciting Homeschool and Summer Camp programs for youth in grades K – 8.
- Publication of Montana Naturalist magazine.

Here at MNHC, connecting to nature is not a luxury, but a necessity. We strive to build capacity and fundraise. Doing so enables us to help serve all Montanans in our region and engage our large community in MNHC programs.

## WHO ARE YOU?

We value the benefits a diverse staff can bring to our organization. Whether you're an urbanite or mountain connoisseur from the east coast, west coast, North Pole or Mars, you'll fit right in. Though we come from all sorts of places, our MNHC family is bonded by a deep commitment to our mission.

## ABOUT MISSOULA

Missoula is a serene mountain town tucked away in the Northern Rockies of Montana. An outdoor enthusiast's dream! There are over 60,000 acres of wilderness to explore just minutes from downtown. Missoula's outdoor recreation opportunities make it an excellent location for getting outside. Enjoy hiking, kayaking, cycling, tubing, backpacking, skiing, climbing and more! Missoula has incredible local restaurants, shops, live music, and arts and culture events. It is full of families, students, and those who enjoy small town values with urban amenities!

## ABOUT MNHC SUMMER CAMPS

MNHC's Outdoor Discovery Day Camps for kids ages 4–11 combine experiential natural science education with outdoor fun and adventure. Camps include environmental education, exploration, projects, field trips to local natural areas, free play, games, and more. Every week is unique, so camp staff will gain broad

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outdoor environmental education experience while exploring various natural history topics.

## I. Scope of Position:

This role includes duties related to *Summer Science Outdoor Day Camps, School's Out Camps, Afterschool Programs, Museum and Center Visit programs, Supervision of Seasonal Field Staff and Summer Camp Staff as associated with Camp and youth programs.*

## II. Specific Responsibilities:

- a) Coordination of all MNHC camps and camp collaboration programs:
  - a. Running and maintaining camper registration software.
  - b. Hire, supervise, train, and provide ongoing feedback for seasonal staff working camp programs.
  - c. On-site leadership and supervision during camp programs for staff, campers, and parents.
  - d. Lead curriculum development for all camp programs.
  - e. Maintain community partnerships in collaboration with MNHC.
  - f. Provide schedules or program scheduling support for camp programs.
- b) Teach summer camp programs, Center Visits, youth programs, and School's Out day camps when seasonal or permanent staff are unavailable.
- c) Work with staff to connect camp programs to other MNHC programs, services, and partner organizations.
- d) Financial management of summer and School's Out day camp programs: manage budget, approve and track expenditures.
- e) Assist with publicity of summer and School's Out day camp programs.
- f) Evaluate summer camp, School's Out camp programs, camp seasonal staff, and youth programming.
- g) Maintain appropriate MNHC resources such as camp equipment.
- h) Develop new camp programs based on MNHC criteria.
- i) Maintain ACA accreditation for MNHC's camp programs.
- j) Participate as part of the MNHC team, providing assistance and input where needed.
- k) Other duties as assigned include teaching MNHC programs or participating in MNHC's mission.
- l) Coordinate all aspects of the **Museum Field Trip Program** for schools, youth groups, and adult groups, including logistics, scheduling visits, communicating with teachers/group leaders, scheduling interns, staff, or self to lead programs, maintaining materials/supplies, program outreach, budget planning/maintenance, etc.
- m) Develop curriculum independently and in collaboration with other departments for Museum Field Trip Program
- a) Oversee the Saturday Kids' Activity program

## III. Qualifications & Requirements

- a) Supervision Experience: Minimum two years of experience supervising programs and staff.
- b) Knowledge of theories and practices in effective leadership skills.
- c) Practical knowledge of methodologies in natural history education: i.e., place-based, inquiry-based, student-centered, project-based and interdisciplinary learning, hands-on approach to learning, etc.

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- d) General natural history knowledge including a broad knowledge of native flora and fauna, cultural history of the region and understanding of ecological processes and systems common in the region.
- e) Teaching Experience: Minimum three years of teaching experience as a teacher/educator in the field and/or in the classroom with children and adults.
- f) Proven ability to deliver educational and interpretive natural history programs and group presentations on a wide range of topics.
- g) Proven ability to plan and implement educational activities through curriculum writing.
- h) Experience with video editing and social media integration a plus.
- i) Excellent written and verbal communication skills.
- j) Works independently with little direct supervision. Accepts responsibility and is self-motivated. Able to work as part of a team. Creative and able to problem solve.
- k) Valid driver's license, clean driving record, and willingness to use personal transportation (will be reimbursed for mileage).
- l) Minimum B.A. or B.S. in a related field (i.e., Education, Environmental Science, Environmental Education, etc.), M.S. is preferred.
- m) Able to work to meet the goals of the organization above and beyond assigned duties.
- n) Able to work weekends or evenings on occasion.

#### IV. Benefits

- Paid vacation, holiday, and sick leave.
- Eligibility for 403(b) retirement plan, including a 1% match.
- Discounts for all MNHC programs.
- Full medical and vision coverage (start of coverage subject to a 90-day probation period).
- Participation in professional development opportunities and a reflective teaching community that values ongoing innovation and skill development to meet our educational goals. This includes training in environmental education best practices, the ability to participate in professional organizations like the Montana Environmental Education Association, and learning opportunities around natural history topics.

#### V. Reporting Relationships

The Museum Youth Programs Coordinator reports directly to the MNHC Education Director.

*The Montana Natural History Center will commit to building a diverse community which is inclusive of people from all backgrounds. The Montana Natural History Center does not discriminate on the basis of race, color, religion, national origin, gender, disability, age, citizenship status, genetic information, marital status, sexual orientation, mental illness, or physical illness. This nondiscrimination policy applies to employees, volunteers, participants, and all aspects of our operations.*

**To apply** please send the following to [jrobinson@montananaturalist.org](mailto:jrobinson@montananaturalist.org):

- Resume
- Cover letter
- List of three professional references

**Position open until filled. Application review begins March/April 2024.**

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