Program Director Position Open and Recruiting

Explorit Science Center is seeking an energetic, creative individual with experience in providing interactive educational and remote programs to preK-6th grade children to lead our education programs. The programs are designed to meet the strategic objectives of the organization.

We are seeking a person with proven ability and motivation to work both independently and collaboratively within a small team. This position is focused on implementation and expansion of Explorit’s educational programming. Explorit’s provides educational programs at our Mace Ranch Park-Davis venue, Woodland Regional Park venue, and through Explorit’s extensive travelling programs provided to schools throughout the region. To remain viable in the future, expanding our programs to include a unique remote learning program is also needed.

The preferred candidate will have formal training and educational background or direct experience in science and nature public outreach. Experience in developing and implementing lesson plans (or equivalent) is essential. Experience in budget development and implementation, and grant writing is desirable. Teacher certification is desirable. Supervision experience is desired to provide guidance, assignments and feedback to the other educators and volunteers.

Explorit Science Center is a non-profit organization founded in 1982 and located in Davis, California. With our mission “to ignite and foster curiosity about science and nature through inquiry and discovery,” this hands-on science center serves people in a 17-county region. Explorit welcomes the general public and school groups at its facility, and also provides schools and communities with a selection of traveling programs. Access our website for more details regarding our center and the programs we offer at explorit.org.

The primary responsibilities of this position are listed as a basic guide to the areas of expected performance with the understanding that such responsibilities may change from time to time depending on needs and circumstances of the organization and new programs.

Duties:

Program Development and Implementation

1. In collaboration with the Board of Directors, develop and implement long-term goals and objectives to achieve the successful outcome of the organization’s goals and an annual budget and operating plan to support these goals.

2. Plan and update educational programs for Anne Hance Exploration Gallery in Davis, the Woodland nature park, summer and after school science camps, on-site and traveling programs, and develop and implement a remote learning program.
3. Oversee the collection and maintenance of records on the clients of the program for statistical purposes according to the confidentiality/privacy policy of the organization.

4. Serve as additional support and deliver programs for on-site and off-site programs.

5. Develop and deliver all programs in a manner that is scientifically valid, pedagogically sound, and consistent with Explorit Science Center philosophy, style, and approach.

6. Establishing a quality improvement program to keep the organization’s programs based in current science and teaching methods.

**Supervision**

1. This position reports to and is supervised by the Board President.

2. Supervise staff and oversee the coordination and administration of all aspects of ongoing educational programs including planning, organizing, staffing, and leading program activities according to Explorit policies and procedures and professional standards.

3. Implement the human resources policies, procedures and practices of the organization, establish and implement a performance management process for all program staff.

4. Promote effective personal communication with Explorit's team, the Board of Directors, and with the public and school audiences.

5. In collaboration with the Grant Committee, develop funding proposals for the organization to ensure the continuous delivery of services.

**Requirements and Reporting Responsibilities and Schedule:**

1. Must hold a valid California driver's license.

2. Must be capable of lifting 40 lbs.

3. Must agree to and provide a standard fingerprint/background check.

4. This position is part time to begin with full time opportunities as funding and programs restart. Program demands require working some evenings, weekends, and holidays throughout the year.

5. Other duties as assigned.

**Compensation:** $25-35/hr. based upon experience; health benefits; accrued vacation and sick leave

**To Apply,** please submit a cover letter and resume to Explorit Science Center, explorit@explorit.org with “Program Director” in the subject line.

**Position open until filled.**