



Connecticut Science Center Youth Program Coordinator (Danbury)

Job Title: Youth Program Coordinator (Part-Time Seasonal)
FLSA: Hourly, Non-Exempt, Part Time, Seasonal*
June 6 – August 12 (approx. 35 hours/ week)
Reports To: Staff Scientist

About the Program: The Teen Innovation Program is a multi-year pipeline designed to engage participants from 9th grade through college. For 6 weeks we provide a work opportunity for participants to explore STEM topics, design and deliver public programs that innovate, create exhibit prototypes, develop the ability to work as a team and communicate with members of the public.

Position is located in Danbury, CT and requires some travel between the Connecticut Science Center and Danbury Library

Key Responsibilities:

- Lead the Danbury Library Teen Innovation Program which includes facilitating a program for 24 teens actively working to develop STEM skills
- Foster structure within the program, specifically focusing on enhancing teen accomplishment
- Provide support to executive leadership and staff in the areas of planning, management, program execution and communication for the Danbury program
- Implement evaluation, planning, and project management processes to ensure the effectiveness of the program
- Provide leadership and guidance for assistant Danbury program staff
- Serve as liaison between the Danbury Library program and CT Science Center program
- Generate and submit teen payroll report to CSC Youth Program Coordinator bi-weekly
- Other jobs as assigned

Experience & Qualifications

- High School diploma or equivalent required. Bachelor's degree preferred
- Ability to inspire others, be creative and an enthusiastic personality
- Previous experience working with community and/or youth programs
- Exceptional interpersonal abilities, excellent verbal communication and writing skills
- Experience developing measurable goals & objectives, setting priorities and evaluating progress
- Excellent organizational, project management and program planning skills
- Working knowledge or aptitude to learn and apply new or existing technology tools

Qualified applicants will go through an application process, interview process and must successfully complete a background check.

To apply, send a cover letter, resume to HR@CTScienceCenter.org Please reference **"Youth Program Coordinator (Danbury)"** in the subject line by Monday, May 23, 2016. Incomplete applications will not be considered.

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