



Join our Team as a Program Coordinator!

Location: Athens, Ohio

Position Overview:

The Ohio Valley Museum of Discovery seeks an enthusiastic and creative Program Coordinator. This position involves leading, designing, and delivering hands-on, interdisciplinary learning experiences for children and youth, supporting the museum's vision of fostering discovery and exploration. The ideal candidate will be a collaborative team player with a passion for innovative, inclusive education. The position is part-time.

Key Responsibilities:

- Facilitate interactive, hands-on learning experiences for groups of all sizes.
- Design and implement dynamic, STEAM-focused curriculum tailored to diverse learners, focused on the museum's vision and mission, and aligned with educational standards.
- Organize and oversee onsite educational programs, including field trips, workshops, and special events for children and youth.
- Work closely with museum staff, board, volunteers, and community partners to develop and execute programs that align with the museum's mission and vision.
- Incorporate principles of inclusion and accessibility into the design and delivery of educational programs.
- Maintain educational materials, track program attendance, and prepare reports on program outcomes and impact.

Required Qualifications:

- Associate's or Bachelor's degree in education or a closely related field.
- Experience working with groups of children/youth in classroom or educational settings.
- Experience in curriculum development.
- Strong commitment to collaboration and teamwork to achieve organizational goals.

Preferred Skills:

- Classroom teaching experience.
- Familiarity with museum-based education.

Compensation: \$20/hr

How to Apply:

Submit your resume and cover letter detailing your qualifications to jobs@ovmod.org

Application Deadline:

Applications will be considered until the position is filled.

Join us in fostering a love of learning and exploration!