



## Position Announcement

### ***OUTREACH COORDINATOR***

**Date Posted:** 8/18/08

#### **About Kidzu Children's Museum**

Kidzu Children's Museum is hands-on museum for children aged 0-8 years, located in downtown Chapel Hill. We provide informal, hands-on play and learning experiences for young children and their caregivers. Kidzu features exceptional interactive exhibits and weekly family and school programs. The museum is currently located in a small storefront space of 2,700 ft<sup>2</sup> and will be expanding to a larger, permanent home of ~15,000-20,000 ft<sup>2</sup> over the next few years. Kidzu's mission is to inspire children and the adults in their lives to learn through play. Our vision for the future is to become one of the best community children's museums in the country and, through partnerships with local educational and cultural institutions, an innovator in educating children and families in museums. Kidzu Children's Museum is a nonprofit 501(c)(3) organization.

#### **Position Overview**

Kidzu has received funding from the Orange County Partnership for Young Children to create a new Outreach Coordinator position. The Outreach Coordinator will be responsible for planning and implementing a new Family Education and Outreach Program. This program is designed to help parents and other caregivers support their young children's healthy development. The program centers on weekly Free Days at Kidzu which will be held every Sunday from 1-5 pm. Each monthly, a different educational theme will be featured with materials and activities related to this theme shared during the Sunday Free Days. Partnering social service agencies will provide educational resources and offer free services to participating families. To ensure that the neediest families in our community are able to benefit from this program, outreach activities will target underserved Orange County families with children aged 0-5 years .

This is a very unique opportunity to work in a playful, creative environment with a highly dedicated team of staff and volunteers and to participate in the development of an outstanding educational resource for our community.

#### **Primary Duties**

The Outreach Coordinator's responsibilities will include:

- Plan all events and activities associated with the Family Education Outreach Program
- Publicize this new initiative to the community
- Translate written program materials into Spanish
- Arrange and coordinate participation of all program partners
- Serve as "program host" during all Sunday Free Days
- Conduct targeted outreach throughout Orange County with a particular focus on reaching families from low-income backgrounds. This responsibility will require travel throughout Orange County, including attendance at community festivals, community meetings and other events.
- Prepare and distribute program surveys and tabulate and summarize data
- Assist with monthly and quarterly financial and program reports
- Other duties as necessary to ensure the success of this program.

#### **Qualifications**

- Excellent spoken and written English and Spanish skills. A high level of spoken and written Spanish language proficiency is a requirement for this position.
- Experience working with young children and families from at-risk backgrounds.
- Exceptional interpersonal skills
- Ability to connect with individuals from diverse backgrounds.
- Must work well independently and as a team member.
- Must be highly organized with experience juggling multiple tasks and meeting demanding timelines.
- Candidate should be resourceful and flexible with the ability to maximize the impact of limited resources.
- Strong computer skills with working knowledge of Microsoft Word and Excel, among other programs.
- High school diploma required. Relevant college degree preferred.
- Knowledge of early childhood education is preferred.
- It is preferred that the candidate has experience working with community groups in Chapel Hill, Carrboro and greater Orange County.
- Experience creating and/or implementing family education and outreach programs preferred.
- Experience working in a museum setting preferred.
- Training or experience in the field of community health education is preferred.
- The Outreach Coordinator must have reliable access to a car for travel outreach activities throughout Orange County.
- *A criminal background check is required for all applicants.*

**Hours:** ~15 hours/week, including one weekly meeting. \*Must be able to work Sundays from 12:30-5:30 pm. Other hours are flexible and will be arranged with supervisor.

**Salary:** Hourly rate of \$13-15/hour. Benefits are not included. Travel costs will be reimbursed.

**Location:** The Outreach Coordinator will work on site at the museum on Sundays from 12:30-5:30 and will participate in weekly meetings at the museum. The remainder of this person's time will be spent meeting with community members and/or working on administrative and programmatic tasks from home. A dedicated office space is not provided for this position.

**Reports to:** Executive Director

**Appointment Duration:** This is a time-limited, grant-funded position with a projected end date of late June to early July 2009.

**Preferred Start Date:** By September 15, 2008.

**To Apply:** Mail or email a resume and cover letter to Cathy Maris, Executive Director, Kidzu Children's Museum, 105 E. Franklin Street, Chapel Hill, NC 27514. Email address: [maris@kidzuchildrensmuseum.org](mailto:maris@kidzuchildrensmuseum.org) For more information about Kidzu, visit us online at [www.kidzuchildrensmuseum.org](http://www.kidzuchildrensmuseum.org).