



The Science Zone
222 E. Collins Dr.
Casper, WY 82601
(307) 473-9663
TheScienceZone.org

Education Director Position Description

Job Summary:

We are seeking a versatile and motivated Education Program Director to lead our educational initiatives at The Science Zone. This role will encompass elements of program coordination, staff support, business development, and grant coordination for our education programs. The ideal candidate will be passionate about education, possess strong leadership skills, and have experience in program management, community outreach, and grant administration.

Responsibilities:

- Guide program coordinators in the development and execution of their respective educational programs, providing support and guidance as needed.
- Collaborate with the Development Director to identify funding needs for education programs and assist in coordinating grant applications and fundraising efforts.
- Serve as the primary contact for AmeriCorps grant administration, ensuring compliance with federal regulations and organizational policies.
- Cultivate partnerships with local vendors, school districts, homeschool groups, and other community organizations to expand the reach of our education programs.
- Develop and implement strategies to attract new business opportunities and clients for our education programs, including schools, after-school programs, and community events.
- Oversee the scheduling and delivery of field trips, educational events, and community engagement activities, ensuring alignment with organizational goals and objectives.
- Provide leadership and mentorship to program coordinators, fostering a culture of collaboration, innovation, and continuous improvement.
- Evaluate the effectiveness of education programs through regular assessments and feedback mechanisms, implementing necessary changes and improvements.
- Coordinate recruitment, selection, and supervision of AmeriCorps members, ensuring adherence to program guidelines and requirements.
- Maintain accurate documentation and reporting for AmeriCorps activities, including member recruitment, training, and performance evaluation.
- Foster positive relationships with students, parents, educators, community partners, and funding agencies.

Qualifications:

- Bachelor's degree in Education, Business Administration, or related field (Master's degree preferred).





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- Proven experience in program coordination, business development, staff management, and grant administration.
- Strong leadership and communication skills, with the ability to motivate and inspire others.
- Experience with grant coordination and fundraising, with the ability to support grant writing efforts led by the Development Director.
- Knowledge of educational standards, curriculum development processes, and best practices in teaching and learning.
- Familiarity with AmeriCorps programs and federal grant compliance requirements is desirable.
- Ability to establish and maintain partnerships with diverse stakeholders, including schools, community organizations, and government agencies.
- Ability to work collaboratively in a fast-paced, dynamic environment, adapting to evolving priorities and challenges.

Application Process:

If you are passionate about education and community engagement and possess the qualifications outlined above, we encourage you to apply for this exciting opportunity.

Please submit your resume, cover letter, and any relevant supporting documents to Steven.Schnell@TheScienceZone.org

