

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

Field Trip & Camp Coordinator

Position Description

Job Summary:

The Science Zone requires a versatile and motivated Field Trip & Camp Coordinator to coordinate the variety of camps, field trips, and other educational programs at The Science Zone. This role will encompass elements of program coordination, staff support, business development, and grant coordination for 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.

This position is responsible for the growth of the Field Trip & Camp business segment of The Science Zone.

Responsibilities:

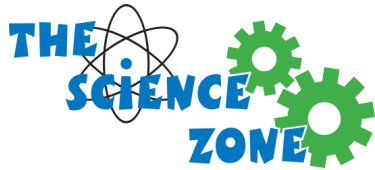
Field Trips

- Develop field trip programs in conjunction with the VDSF model and mission of the organization.
- Maintain field trip offerings in our online booking system, Sawyer, and respond to all field trip requests to coordinate and book in a timely manner.
- Collaborate with other team members to continually improve programmatic offerings.
- Train fellow team members on delivery of lessons.
- Coordinate delivery of field trips to meet clients' needs as necessary with other team members.
- Cultivate & maintain partnerships with local vendors, school districts, homeschool groups, and other community organizations to expand the reach of our education programs.
- Accurately ensure billing, sales, and necessary reporting is administered.

Camps

- Lead the development of camp offerings for Summer, Winter, and Spring "Breaks". Including but not limited to: Camp names, descriptions, lesson plans, pricing models, schedules, etc.





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- Assist in the development of accurate and timely marketing strategies surrounding camps
- Build and maintain partnerships with organizations assisting with camps: donors; industry partners; community groups; etc.
- Act as the point-person for our team with regards to planning, questions, communication etc. from camps.

Other Educational Programs

- Lead a variety of outreach and community-based events with the goal to promote The Science Zone and its programs. (Outreach is vital to the business development of our programs, and the museum).
- Actively participate in fundraisers

General

- Work in concert with the Director of Education to develop and provide quality programs.
- Manage scholarship requests specific to educational programming.
- Coordinate the creation of goals related specifically to Camps and Field Trip programming
- Communication and follow-up with clients & team members is crucial for program and organizational success
- Work in concert with the Director of Development to research, write, and support funding opportunities specific to educational programming.
- Coordinating an availability calendar that fits with the needs of The Science Zone and its programming
- This position is full time (30-40 hours/week) with the primary work location being located at The Science Zone with potential travel to facilities within the Casper area and state of Wyoming.
- This position requires the occasional flexibility to be present at community events, fundraising and outreach that is outside of normal business hours.
- This position reports to the Director of Education.
- Other duties as assigned.

