



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

## Education Programs Coordinator (Field Trips & Camps)

**Status:** Full-Time (30–40 hours/week)

**Reports to:** Director of Education

### Job Summary

The Science Zone is seeking an enthusiastic and organized Education Programs Coordinator to lead and grow our Field Trip and Camp programs. This role oversees program development, scheduling, staff coordination, community partnerships, and select outreach and fundraising activities. The position plays a key role in expanding the Field Trip & Camp business segment while delivering high-quality educational experiences.

### Key Responsibilities

- Develop and coordinate field trip programs aligned with organizational mission and educational standards
- Manage field trip bookings and communication using Sawyer
- Train and support staff delivering field trip lessons
- Develop and oversee Summer, Winter, and Spring Break camps (themes, lesson plans, schedules, pricing)
- Serve as primary point of contact for camp planning and execution
- Support marketing efforts for camps and programs
- Build and maintain partnerships with schools, community groups, donors, and vendors
- Lead outreach and community education events
- Assist with grants and funding opportunities related to education programs
- Track billing, reporting, and program goals

### Qualifications

- Passion for education and youth programming
- Strong organizational, communication, and leadership skills
- Experience with educational programs, camps, or field trips
- Ability to manage multiple projects and work collaboratively

### Schedule & Work Environment

- Primarily based at The Science Zone in Casper, WY
- Occasional local/state travel
- Some evenings and weekends required for camps, outreach, and events

### How to Apply

Submit a resume and brief cover letter to [amanda.blades@thesciencezone.org](mailto:amanda.blades@thesciencezone.org) Applications reviewed on a rolling basis.

