

**Flint Cultural Center Corporation**

601 E. Second St

Flint, MI 48503

**Job Posting**

**Job Title:** Scout Programs Lead  
**Location:** Longway Planetarium / Sloan Museum  
**Department:** Education & Outreach  
**Reports To:** Curator of Education and Outreach Programs  
**FLSA Status:** **Non-Exempt \*\*This is a part-time position, approx. 20 hrs. per week\*\* Pay Rate \$12.50/hr  
Must be available weekends and evenings, available to stay overnight on scheduled Fridays and Saturdays.**

**GENERAL DESCRIPTION**

This position will coordinate the delivery of Scout and other youth group programming and overnight events at Sloan Museum of Discovery and Longway Planetarium. The Scout Programs Lead will assist with the preparation and maintenance of program materials and supplies and will present programs and activities during Scout and other youth group events. This position will also be responsible for securing the building, handling emergencies and ensuring the safety and comfort of camp-in participants.

**RESPONSIBILITIES**

**Job Description  
and  
Qualifications:**

- Responsible for the safety and comfort of visitors and the security of the building during camp-ins.
- Present a variety of pre-developed activities for a wide age range of youth groups including Boy Scouts and Girl Scouts and their leaders.
- Coordinates events that host multiple activities ensuring that events are run in a well-organized manner. This includes working with museum and planetarium educators who are presenting activities.
- Prepare and set up necessary program / activity materials.
- Clean up of program space and materials.
- Ensure that program evaluations are given out, completed, collected and passed on to the Program Team in a timely manner.
- Attend required trainings.

**QUALIFICATIONS / SKILLS REQUIRED**

- Ability to interact with children and adults both one-on-one and in groups in an engaging and enthusiastic manner.
- Ability to meet during the work week with Education and Outreach staff for preparation and planning.
- Must have reliable transportation.
- Ability to work unsupervised is required.
- Employment is contingent on successfully passing background checking.
- Must have or be willing to get Red Cross First Aid and CPR training.

**EDUCATION AND / OR EXPERIENCE**

- Must have a high school diploma or equivalent
- Experience working with groups of children preferred
- Experience working in a supervisory role is strongly preferred

**Apply To:** Email resumes to: [hr@fcccorp.org](mailto:hr@fcccorp.org)

**Date Posted:** 9.30.21 - posting will remain active until filled.

The Flint Cultural Center Corporation is an Equal Opportunity Employer