



Position: Program Coordinator

Location: Hamburg, NY

Status: Full-time, Hourly, 40 hours/week, Non-exempt

Start Date: TBD

Our Organization: Penn Dixie Fossil Park & Natural Reserve is a top-ranked destination for science enthusiasts of all ages! With a mission of hands-on science education, we encourage our visitors to learn about the natural world in an outdoor setting. Our programs emphasize natural history -- including geology and paleontology, ecology, and astronomy. We serve 15 to 20,000 guests annually, including many who travel across the country to dig our fossils and explore our park.

Duties: Reporting to the Executive Director, the Program Coordinator plays an important role in the daily management of the organization. This role will supervise the park during the busy summer season; hire, schedule, and supervise staff members; develop policies, budgets, and reports; enhance the visitor experience; assist with customer service; and help shape and execute the long term vision for the organization. The ideal candidate has recent experience in administration, management, budgeting, and/or business development. Experience should demonstrate leadership of diverse teams, tolerance for diverse viewpoints, and strong communication, delegation, organization, writing, and collaboration skills.

Primary Responsibilities:

Leadership & Strategy

- Partner with the Executive Director to plan and execute operational goals
- Provide leadership and management of educational staff members
- Foster a friendly, collaborative, and inclusive organizational culture
- Oversee daily operations of the park from spring to fall, ensuring a welcoming, safe and professional environment for our visitors, employees, and volunteers
- Other duties as assigned

Operations & Programming

- Serve as the point-of-contact for program bookings; manage booking software; introduce efficiencies to help with booking process and distributing information to staff
- Hire, train, schedule, and supervise educational staff members; supervise volunteer coordinator and provide support for fledgling volunteer program
- Delegate programming to educational staff members to ensure smooth operations
- Manage lead educators during days in which the park is open to the public; serve as an on-site manager on duty as needed to handle customer and employee concerns
- Assist with planning and leading special events; assist with developing annual schedule
- Lead programs and school field trips as needed

Board Relations

- Assist the Executive Director in facilitating communications between Board and staff
- Attend meetings; facilitate active Board participation through involvement in activities
- Cultivate strong relationships based on trust, transparency, and accountability

Fiscal Oversight & Operations

- Supervise collection and recording of program revenue; provide reports as needed
- Assist with the development and management of the annual operating budget

- Ensure employee compliance with organizational policies and procedures

Development & Community Engagement

- Participate in and support events such as fundraisers and donor engagement activities
- Represent the organization at community events, conferences and meetings

Qualifications:

- A Bachelor's degree in Museum Studies, Public Administration, Business Administration, Educational Leadership, or a similar field is preferred. A degree in a science field will be considered.
- Minimum of 2 years of recent experience in a leadership role is preferred; 1 year of recent experience is required.
- Strategic and creative thinker with the ability to guide a growing organization
- Ability to engage and interact with visitors and staff from diverse backgrounds
- Experience working with nonprofit leadership, including board, staff, and community stakeholders
- Self-motivated towards reaching professional goals and objectives
- Strong interpersonal and collaborative skills
- Excellent written and verbal communication skills
- Strong project management and organizational skills
- Access to a vehicle and a safe driving record for reimbursed travel to off-site programs
- Must embrace the Penn Dixie mission

Physical and other Requirements:

- Must be available to work evenings, weekends and holidays
- Seasonal business model requires flexible availability from May to September
- Summer season includes up to 50% of time spent at the park; offseason is primarily office work with occasional offsite programming and potential for remote work
- Ability to lift and/or move up to 30 pounds on a regular basis
- Ability to remain active within the park environment for extended periods
- High level of energy and engagement when interacting with visitors and staff
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

Compensation:

- Hourly, \$22 to 25 per hour
- Three weeks PTO
- 401k with up to 3% employer match
- Health insurance available
- Ten paid holidays

To Apply:

- Interested candidates should send a cover letter and resume to Phil Stokes at phil@penndixie.org. Include 'Program Coordinator' in the subject line.