

Glazer Children's Museum

Job Description

Family Learning Manager

Up to \$25/Hour

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## Position Summary

The Family Learning Manager is a dynamic, community-centered leader with a passion for play and an understanding of the role play takes in learning. They work as an integral part of the Education Department, responsible for the daily execution of playful and inclusive learning programs that celebrate children's development and empower caregivers as their child's first teacher.

This role oversees a team of playful educators, manages the logistics and budgets that keep our programs thriving, and fosters meaningful relationships with families and community partners. The ideal candidate is a people-person and problem-solver, and is a collaborative, organized, and equity-driven leader with an understanding of early child development and family engagement.

This is a full-time, non-exempt, in-person role, reporting to the Director of Education. This position requires a regular work schedule of Monday-Friday and occasional weekend or evening hours.

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## Essential Functions:

- Hire, supervise, train, schedule and support a team of full time and part time educators (team size fluctuates year round)
- Manages the logistics and operations of existing education programs, ensuring quality, consistency, and alignment with museum values
- Coordinate program evaluations, ensure complete and accurate data collection, support reporting needs, and ensure grant deliverables are met across education initiatives
- Responsible for ensuring the accurate entry of Learn & Play data and populating key metrics within the CATS system
- Identify and engage community partners whose objectives align with GCM values to secure their participation in special programs
- Build and maintain authentic, trust-based relationships with families, meeting people where they are, and honoring diverse parenting styles and cultures
- Utilize registration platforms, educational applications, and data/metrics reporting programs effectively and efficiently

- Collaborate closely with community partners to support shared goals
- Collaborate with the Education Coordinator to ensure a growth experience for tween and teen volunteers
- Facilitate programs, modeling playful, inclusive, and developmentally appropriate engagement
- Collaborate with the Director of Education to maintain education program budgets and expenses

### **Non-Essential Functions:**

- Other duties as assigned
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### **Education and Experience:**

- Bachelor's degree in Education, Museum Studies, Child Development, or a related field; Master's preferred
  - Minimum 2 years of experience managing early childhood or family programming, including supervision of a team
  - Bilingual or multilingual required
  - Strong understanding of early childhood development and best practices in family engagement and equity & inclusion
  - Familiarity with grant-funded programming and experience managing grant deliverables and reporting
  - Experience with budgeting, metrics tracking, and data-informed decision-making
  - Experience working with families from historically underrepresented communities preferred
  - Familiarity with program registration and management systems and applications (e.g. Sawyer) preferred
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### **Required Skills/Abilities:**

- Proven ability to manage multiple programs simultaneously with attention to detail and deadlines
  - Comfort working with diverse communities, and a demonstrated commitment to access, equity, and inclusion
  - Excellent verbal and written communication skills
  - Excellent interpersonal and customer service skills
  - Excellent analytical and problem-solving skills
  - Strong supervisory and leadership skills
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## **Physical and Mental Requirements:**

- Ability to deliver joyful and energetic engagement with the public
  - Ability to function well in a high-paced and at times stressful environment
  - Prolonged periods of sitting at a desk and working on a computer.
  - Moves equipment weighing up to 15 to 50 pounds at times
  - Ability to move self in different positions to accomplish tasks in various environments including tight and confined spaces.
  - Must be able to complete tasks in a noisy environment
  - Employee is subject to inside and occasional outside environmental conditions. Protection from weather conditions but not necessarily from temperature changes when inside or outside.
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## **Values of GCM:**

- Collaboration
  - Strong “we are better together” mentality that makes for a great teammate.
  - Trustworthy individual who takes the responsibility of representing the department, the museum, and its ideas at all times. Puts the museum first in all work related decisions and situations.
- Play and Experimentation
  - Ignite a shared passion for the power of play by engaging children, families, and the entire community.
  - Committed to lifelong learning
  - Understands that the role they play is to serve as an ambassador for play and the Glazer Children’s Museum and conducts themselves in a manner that is both fun and professional.
- Equity and Inclusion
  - Advocate for equity, inclusion, accessibility, and diversity - treats all people with respect and dignity.
  - Identify and remove barriers, so every child and family has access to powerful play and feels welcome