



Title: Discovery Assistant Manager
Department: Education
Status: Temporary, Non-Exempt, Part-time
Supervisor: Discovery Manager

Position Description

The Discovery Assistant Manager is responsible for managing customer service responsibilities and registration for the Museum of Northern Arizona's Discovery summer programs. The Assistant Manager will prepare class information prior to each camp, compile and send out program materials to participants, manage extended care, and complete other administrative duties as assigned by Discovery Manager.

Responsibilities

- Use online database to register and track Discovery program enrollment, registration fees, and course schedules
- Prepare class lists, class binders and supply bins for each class.
- check-in campers/parents each week of summer programs
- Order supplies needed by educators
- Provide quality customer service
- Build communication between staff, parents, and campers to ensure smooth running of camps and activities
- Compile and send out weekly program correspondences
- Oversee before and after care
- Oversee Junior Counselor scheduling
- Manage travel logistics for field trips, occasionally serving as a driver on some trips
- Work with program staff to manage the customer service side of camper injuries and behavior incidents.

Qualifications:

- Highly organized and detail oriented
- Excellent customer service
- Experience with databases such as Excel
- Strong verbal and written communication skills
- Good self-direction
- Valid AZ Drivers License
- Current First Aid/CPR certification

Job contingent on satisfactory passing a background security check

To apply, send a cover letter, resume, and three references to Jill Thomas at employment@musnaz.org.

Email is the preferred method of application submission. If you are not able to submit your application via email, please call Jill Thomas at 928-774-5211, Ext. 203 to receive additional instructions for application submission.

Deadline for application materials: February 5, 2018

Position starts: April 23, 2018

Position ends: August 3, 2018

The Museum of Northern Arizona is an Equal Opportunity Employer.