



## **Explora Job Description**

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Group: Education

Position: Out-of-School Time Programs Manager

Reports to: Director of Education

FLSA status: 40 hours a week during the 2025/2026 School Year: fixed-term position  
Schedule is Monday-Friday from 2:30-6:00 pm when school is in session, plus planning hours.

Salary range: \$44,000-\$46,000 annual

### **Position Summary:**

Responsible for overseeing out-of-school time (OST) programs at area schools and at Explora. Includes creating staffing and activity schedules, organizing field trips, ensuring programs meet licensing standards, and coordinating evaluation and documentation. Responsible for facilitating inquiry-based and experiential learning experiences for an out-of-school time audience of middle school students; supporting middle school students in completing homework assignments; and creating STEAM (science, technology, engineering, art, and math) interactions that are engaging, effective, and memorable for program participants. Must provide excellent classroom management and have professional conversations with parents and school staff. Model Explora's pedagogy, demonstrate excellent customer service, create a welcoming atmosphere, be community-minded, and contribute positively to the Explora Education Team. Preferred qualifications: degree in a field of emphasis (i.e. education, family studies, physical science, biology, art, early childhood, etc.) or equivalent experience in out-of-school education settings.

### **Essential Duties and Responsibilities:**

- Oversee out-of-school time programs, including staffing and activity schedules and organizing field trips
- Coordinate evaluation and required documentation for programs
- Create a welcoming out-of school time programs
- Facilitate inquiry and experiential educational programs
- Create STEAM (science, technology, engineering, art, and math) interactions that are engaging, effective, and memorable for program participants
- Support students in completing homework
- Collaborate with other educators and Explora staff members in the development of programs and maintenance of program materials

- Deal appropriately with a variety of situations involving students and parents, including difficult situations; in such cases, escalate situations quickly to manager and/or school staff
- Comply with all operational policies of Explora and school sites, especially those involving the safety of program participants, fellow workers, volunteers, and visitors
- Demonstrate excellent customer service and create a welcoming atmosphere at all times
- Interact well with students, school staff, parents, and co-workers
- Maintain a current and valid New Mexico driver's license to perform work duties if position requires activities that require travel
- Work Monday-Friday from 2:30-6:00pm on days schools is in session plus planning and training time
- The duties and responsibilities outlined above do not comprise a comprehensive list but are intended to provide a representation of the general nature and level of work performed by an employee in this capacity; Explora maintains the right to augment or delete duties and responsibilities as business dictates

**Minimum Qualifications:**

- Experience working with children and young teens, especially in an informal setting
- Degree-in-progress in field of emphasis (i.e. education, family studies, physical science, biology, art, early childhood). An equivalent combination of education and/or experience may be substituted, as long as it directly relates to the essential duties and responsibilities
- Expressed interest in scientific and artistic phenomena and in education
- Ability to work both independently and with a team
- Excellent organizational, interpersonal, and planning skills; good verbal and written communication skills
- Bilingual in Spanish preferred

**Functional Work Characteristics:**

- Physical activities related to the position includes standing and/or walking, with regular need to perform physical actions that include, sitting, stooping, kneeling, crouching, reaching, handling materials, pulling, carrying, and pushing
- May occasionally require lifting of various materials and equipment to a maximum of 50 pounds
- Facility may expose employee to loud noise levels, temperature changes, and physical obstacles
- Must pass a federal background check upon employment

- Must complete First Aid and CPR training upon employment

**Work Conditions:**

- Most essential duties are performed in a museum/out-of-school time setting and office environment with exposure to a variety of business equipment and other pertinent materials normally found in this type of work setting.
- Facilities may expose incumbent to high noise levels, temperature changes, liquid nitrogen, helium gas, electrical exposure, unpredictable ventilation, dust, and physical obstacles.
- Work is normally performed in an area of limited privacy.

**Employee Acknowledgement:**

This job description is intended to convey information essential to understanding the scope of this position, it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. Explora maintains the right to augment or delete duties and responsibilities as business needs dictate.

I have read and understand the entire contents of this job description, including the work demands and expectations of this position. I understand that my employment at Explora is employment “at will” and may be concluded at the convenience of Explora Science Center and Children’s Museum of Albuquerque. I am aware of my right to notify my employer of any reasonable accommodation that may be necessary to perform this work. I further believe to the best of my knowledge that I am able to perform these duties and responsibilities. If I determine that an accommodation may be necessary at a later date, I shall notify my employer. I understand that my employer maintains certain rights as well under the Americans with Disabilities Act (ADA).

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Employee signature

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Date signed

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Director signature

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Date signed

**Explora Science Center & Children’s Museum  
IS AN EQUAL OPPORTUNITY EMPLOYER**