



Youth Programs Manager

Organization Overview:

The Lone Star Flight Museum is a non-profit 501(c)3 which opened its \$38 million facility at Ellington Airport in September 2017 after 27 years in Galveston, TX. With the belief aviation inspires achievement and endless possibilities, the museum serves to fulfill its mission to celebrate flight and achievements in Texas aviation history in an inspiring educational environment that meets the needs of students and guests of all ages. Emphasizing the role of science, technology, engineering and mathematics (STEM), Lone Star Flight Museum's vision is to be a dynamic and interactive educational flight museum reaching the people of Texas as a recognized experience of choice.

Position Overview:

The Youth Programs Manager is responsible for developing and facilitating programs for youth including scout merit badges, camps, group overnights, and the ACES youth volunteer program. This position will supervise a part time team of instructors and unpaid volunteers (adult, youth, and intern) to deliver engaging, fresh, integrated, and relevant aviation content to youth. This position will interview and select youth volunteer Aviation Career Explorers (ACES) for a wide range of aviation career experiences and development of leadership, public presentation, guest service, interpersonal, and communications skills. With goals of delivering excellent service, driving repeat business, and building a strong network of youth community partners, this position is part of the department management team and will provide support for all programs and events across the museum.

Position Responsibilities and Duties:

- Proactively develop, manage, coordinate, instruct and plan youth programs for scouts, youth organizations, camps (summer, spring, winter, day), overnights, and ACES youth volunteer program
- Supervise, schedule, train, and evaluate program instructors; including museum volunteers
- Develop and revise content for relevance, new trends, and aesthetics
- Keep department current with requirements as dictated by scouting organizations
- Prepare for program delivery in advance, including calendar entries, online sales/registration, related reporting, classroom set up, program logistics in coordination with other departments, supplies inventory and purchasing, and functioning hardware and software systems
- Maintain a clean, orderly and safe operating space in conjunction with overall museum and exhibits care
- Manage and continually assess the youth volunteer ACES program to meet department and organizational goals, including regular reporting
- Lead recruitment, interviews, onboarding, scheduling, and evaluation of youth volunteer ACES
- Develop and implement training and incentive rubrics to encourage growth and progress of youth volunteer ACES throughout the program
- Support and contribute to all areas of the education team including department strategy, program development and instruction, and mission.
- Support marketing and fundraising efforts by articulating education program activities, statistics, successes and needs.
- Assist in developing and maintaining resources and contacts within the aviation community to provide unique opportunities for youth interested in higher education and careers in aviation



Essential experience and background skills

- Bachelor's degree in education, museum studies, history, aviation, or STEM field strongly preferred; applicable career experience may be considered in lieu of degree
- At least 4 years of experience teaching, training, or in support of program management with an educational or cultural institution or program, formal or informal, (such as school, museum, zoo, youth center, parks and recreation, etc.); with at least one year in a leadership/supervisory capacity
- Bilingual in English and Spanish a plus
- Proven ability to network and form professional relationships with community partners
- Knowledge of aviation is preferred
- Effective organization and time management skills, outstanding interpersonal skills, and ability to work across functional areas
- Excellent guest service skills; including conflict resolution and ability to serve a diverse audience
- A commitment to service and mission
- Excellent written and verbal communication skills
- Ability to work independently, with a team, or under supervision, especially in an atmosphere with frequent disruptions
- Working knowledge of computers, laptops, software and database programs, and related equipment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Status: Full-Time/Exempt/Salaried

Schedule: Wednesday - Sunday (September to May); Monday – Friday (June-August); Availability to work evenings, overnights, weekends, and holidays

Reports to: Senior Director of Education and Community Outreach

Email resume to: Ann Hobing, Senior Director of Education and Community Outreach,
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