



## Youth and Family Programs Coordinator Job Description

**Department:** Education Department  
**Reports to:** Community Programs Manager  
**Hours:** Includes weekends and some evenings

**Location:** San Francisco  
**Status:** Full Time (Tue-Sat)

**FLSA Code:** Non-Exempt

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### **POSITION PURPOSE:**

WDFM is committed to providing high quality programs and resources for local youth and families. This position works as part of the education team to design and develop family and youth programs and resources related to permanent collections and special exhibitions including, intergenerational family programs, Little Open Studio, Summer Camp, youth and teen programs, and other age-appropriate programs for younger audiences.

### **CORE RESPONSIBILITIES:**

- Work with the Community Programs Manager to create, launch, and manage the Museum's Youth and Family Programming.
- Coordinate all aspects of these programs, including daily logistics and scheduling
- Coordinate Little Open Studio
- Develop digital and non-digital resources for families on-site and on-line
- Collaborate with the Community Programs Manager and relevant staff to effectively assess these programs
- Coordinate Summer Camp program, including working with contracted instructors to research and write activities, market to community groups, coordinate summer camp registration and implement the programs.
- Work with the Community Programs Manager to plan and implement the Walt Disney Family Museum's yearly Bay Area Teen Animation Festival.
- Work with Community Programs Manager to grow the Teen and Youth offerings including but not limited to the Animation field.
- Collaborates with Marketing and Communications department to identify Youth and Family markets, develops marketing strategies, and prepares marketing materials.

### **FURTHER RESPONSIBILITIES:**

- Maintain knowledge of current best practices in Youth and Family Programming.
- Maintain records of youth and family programs, and to process program enrollments
- Answer inquiries or see that they are answered by other appropriate staff.
- Assist with the functioning of the Learning Center as a public, educational space.
- Perform other appropriate duties as required.

**MINIMUM QUALIFICATIONS:****Education and Training:**

- Undergraduate degree in art history, art education, museum studies or closely related subject, or equivalent combination of education and experience with demonstrable interest in Art, History, Art History, Animation, or Youth and Family program coordination
- Graduate degree preferred.

**Work Experience:**

- Minimum of five years' experience in art education, including working with youth and families
- Experience working collaboratively with colleagues.
- Experience in event programming and coordination preferred.

**Skills and Abilities:**

- Knowledge of animation and illustration, museum educational programming, and the Bay Area artistic community.
- Outstanding interpersonal and public speaking skills and the ability to work enthusiastically and effectively with visitors, Museum staff, program participants and external vendors.
- Patience and flexibility while working in a dynamic public environment.
- Demonstrated time management skills with the ability to organize work, set priorities, meet critical deadlines, follow-up on assignments and work effectively on several projects concurrently with a minimum of supervision.
- Basic understanding of PC multimedia programs, video display systems, and their application to public settings.
- Availability to work evenings and weekends.

**WORKING CONDITIONS:**

**Physical Demands:** May require a lot of work on feet, moving of light furniture, and bending.

**Special Environmental Factors:** Must be able to work in a busy, active environment and may be required to handle large groups of people.