



**Job Title:** Community Programs Assistant  
**Reports to:** Education Director  
**Job Terms:** 3 hrs/week beginning September 2024  
**Updated:** August 2024

The Penobscot Marine Museum seeks an individual to coordinate and run weekly teen programming. This is a seasonal position during the school year (September through June). Qualified candidates will demonstrate a strong ability to work with children and teenagers. Duties include but are not limited to the following:

- Planning and running weekly teen programming
  - Creating a list of possible activities
  - Coordinating with other PMM staff regarding volunteer activities and exhibit visits
  - Supervising and interacting with teens during programming
  - Working with teens to coordinate volunteering outside regular hours
  - Creating publicity for teen programming
- Contributing to a positive, safe, and tidy work environment
  - Ensuring all spaces used by teen programming are clean before and after
  - Responding to security and/or safety concerns

Additional duties may include

- Other duties as assigned
- Leading or assisting with children's camps during school vacations
- Planning or participation in additional programming
- Opportunities to cross-train as a museum interpreter

Hours

- Position is primarily when RSU 20 is in session
- Shift is Wednesdays 1:30-4:30 (We can be flexible on the day for the right person)

Wages and Benefits

- \$15.25/hour paid biweekly
- Accrued Maine Earned Paid Leave – 1 hour for every 40 hours worked
- Family membership benefits to the Penobscot Marine Museum
  - Option to pay \$75 for the premium membership which includes reciprocal membership for CAMM and NARM
- Free admission to speaker series programs and other programming and 20% off in the gift shop

Qualifications

- Strong communication skills
- Enjoys working with children and teenagers
- Organized
- Able to adjust programming plans as needed
- Positive role model
- Willing to encourage good behavior and discipline as needed
- Must have completed at least 3 years of high school or equivalent

Please submit cover letter, resume, and list of three references to Jeana Ganskop at [jganskop@pmm-maine.org](mailto:jganskop@pmm-maine.org). Application deadline September 15<sup>th</sup>.