



<b>JOB TITLE:</b>	Manager of Youth Programs	<b>CLASSIFICATION:</b>	Full-Time, Exempt
<b>DEPARTMENT:</b>	Education	<b>REPORTS TO:</b>	Director of Programs
<b>PURPOSE:</b>	<p>The Manager of Youth Programs (MYP) oversees the development and implementation of the Community and Urban Science Enrichment (CAUSE) and Explorers programs. The CAUSE program is a multi-year summer and after school program for Camden high school students that introduces them to advanced STEM topics including marine biology, ecology and oceanography as well as subjects related to career development, project management, and life skills. The Explorers program is a pipeline program for the CAUSE program directed at Camden youth in grades 7 and 8. The MYP will work as part of a collaborative team and independently to aid in program logistics, curriculum development, implementation and supervision of the Center’s youth audience participating in the CAUSE and Explorer programs. The MYP will collaborate with the Center team to ensure the achievement of the organization’s goals and mission.</p>		
<b>MAJOR DUTIES AND RESPONSIBILITIES:</b>			
<ul style="list-style-type: none"> <li>• Develop and implement recruitment and retention strategies for prospective and current CAUSE and Explorer students.</li> <li>• Handle all facets of student recruitment, including preparing recruitment announcements, promoting through relevant channels (e.g., social media and community outreach) and interviewing and selecting candidates.</li> <li>• Plan and lead regular sessions with the CAUSE and Explorer students.</li> <li>• Create a safe learning environment for all CAUSE and Explorer participants.</li> <li>• Coordinate and implement CAUSE and Explorer programming, including developing and executing lessons and activities, booking guest speakers, coordinating field trips, and planning for related events, such as community outreach and the annual “CAUSE for Celebration” party.</li> <li>• Organize and coordinate multi-day science field excursions for CAUSE students, including securing indoor and outdoor activities, developing an itinerary, preparing and executing a budget, and managing the operations of the trip.</li> <li>• Establish and maintain community partnerships.</li> <li>• Conduct regular evaluations and audits of CAUSE and Explorer programming.</li> <li>• Manage the financial expenditures of the CAUSE and Explorer programs, ensuring they operate within budget.</li> <li>• Maintain contact with adult caregivers and CAUSE alumni.</li> <li>• Prepare CAUSE students to implement summer camp programs with Camden youth, including cultivating teaching strategies, writing curriculum, and developing professional skills.</li> <li>• Provide student mentorship and guidance while maintaining safe, responsible boundaries.</li> <li>• Represent the Center at conferences, professional development programs, meetings, and other events.</li> <li>• Assist or support other Center programs as needed.</li> <li>• Perform other duties as required.</li> </ul>			
<b>QUALIFICATIONS:</b>			



- Willingness to support the organization’s mission and values.
- Ability to represent the organization in a positive and professional manner.
- A highly motivated individual who is an energetic team player with a positive attitude.
- Must be flexible, creative, responsible, dependable, and adaptable.
- Must have enthusiasm for teaching subjects in marine and environmental science to youth.
- Excellent organizational skills, ability to multitask, and ability to provide exceptional customer service.
- Ability to work independently and collaboratively with Center staff.
- Willingness to work outdoors, around and with animals including reptiles, insects and marine invertebrates.
- Proficient in Microsoft Office products.
- Must adhere to company policies on behavior and conduct.
- Must possess a valid driver’s license.
- Must be at least 18 years of age.
- Must pass clearances for working with minors, including a criminal background check, FBI fingerprinting, and review of the sex offender registry.

#### **EDUCATION AND EXPERIENCE:**

- A bachelor’s degree in education, science, youth development or related field. An equivalent combination of education and experience are acceptable in lieu of a degree.
- Experience in educational programming, either in a traditional (e.g., K12 classroom) or nontraditional (e.g., museum, zoo, or aquarium) setting.
- Experience mentoring, coaching, and/or managing youth.
- Ability to manage projects, partnerships, and professional relationships.
- Strong oral and written communication skills.
- An understanding of working with learners from a variety of backgrounds and life experiences.
- Experience supervising interns or staff preferred.
- Spanish speaking ability or other language proficiency preferred but not required.

#### **WORK ENVIRONMENT:**

- Full-time, in person position.
- Must be available to work evenings and weekends as required.
- Ability to travel and drive a vehicle (car/15 passenger van) as needed (will train if necessary).
- Generally, the work week for this position will be Tuesday through Saturday.

#### **PHYSICAL AND MEDICAL REQUIREMENTS:**

- Successful completion of pre-employment physical examination and drug screening.
- No history of allergies to plants or animals, which may interfere with the candidate's ability to work.
- Ability to lift 40 lbs.
- Must possess a valid driver’s license

Please Note: Employment is contingent upon successful completion of pre-employment criminal background, fingerprint and driving record checks.



<b>COMPENSATION:</b>	
<ul style="list-style-type: none"><li>• \$45,000-\$50,000/year</li></ul>	
<b>HOW TO APPLY:</b>	
Send resume and cover letter to <a href="mailto:HR@aquaticsciences.org">HR@aquaticsciences.org</a> or visit our website at <a href="http://www.aquaticsciences.org">www.aquaticsciences.org</a>	
<b>APPLICATION DEADLINE:</b>	April 3, 2026