



CHESAPEAKE BAY MARITIME MUSEUM

213 NORTH TALBOT STREET | ST. MICHAELS, MD 21663 | 410-745-2916 | CBMM.ORG

POSITION: EDUCATION PROGRAMS MANAGER

REPORTS TO: VICE PRESIDENT OF EDUCATION & INTERPRETATION

The Chesapeake Bay Maritime Museum (CBMM) explores and preserves the history, environment, and culture of the entire Chesapeake Bay region, and makes this resource accessible to all. As an educational institution, staff fulfill CBMM's mission, vision, and goals, working individually and collaboratively to encourage the public's access to our collections, programs, and resources.

POSITION SUMMARY

The Education Programs Manager (the Manager) is responsible for the management of several initiatives within the Education department, with a focus on youth and workshop initiatives, which include summer camp and the Rising Tide after school program. To ensure high-quality implementation of these programs, the Manager supervises a team of part-time and seasonal staff, as well as program volunteers.

Through all programs, the Manager creates immersive and engaging learning experiences for participants in a welcoming, relaxed environment. When working with youth, the Manager inspires participants to develop a sense of self-confidence and pride through mentorships that provide guidance and support, and encourages students to become more academically prepared to achieve long-term success, whether on a college or career track.

In addition to teaching, the Manager oversees all aspects of program design and implementation, including the preparation of written and other instructional materials to support student and adult workshop experiences and classes.

PRIMARY RESPONSIBILITIES

1. Drive the vision for CBMM's youth and workshop-focused programming, including Rising Tide, summer camps, and public workshops. Instruction translates CBMM's interpretation into high-quality programming to engage audiences with the Chesapeake's history, environment, and culture, such as the documentation and rebuild of a wooden crab float, completed from start to finish by Rising Tide after school program students.
2. Supervise program instructors and volunteers, including appropriate hiring, training, coaching, skill development, and scheduling, dependent on programming needs.
3. Ensure a physically and emotionally safe environment for all program participants by providing high quality instruction, supervision, and staffing.
4. Collaborate with other Education department colleagues to oversee all facets of education program administration, including oversight of the Education Workshop, material procurement and preparation, and the inventory, cleaning and maintenance of program equipment.



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5. Work with community partners to build programmatic connections between CBMM's resources and community needs, extending access and opportunity grounded in learning opportunities in CBMM's workshop, classrooms, collections and exhibition spaces, and on the water.
6. Lead summer camp operations as Camp Director, developing thematically relevant programming and off site visits to meet budgetary goals, in compliance with all state regulations.
7. Maintain appropriate water safety certifications in order to direct and lead water-based activities in summer camp programming and beyond, including but not limited to ACA Instructor level certifications and lifeguarding certifications.
8. Develop and lead experiential workshops and learning opportunities for varied audiences through the year, including adult and family focused workshops. Workshops may include evening and weekend work as required.

QUALIFICATIONS

1. Previous experience facilitating out-of-school programs for school-age students, such as summer camps or afterschool programs. Program and project management experience welcome.
2. Prior supervisory experience, including hiring, training, scheduling, and personnel management.
3. Workshop-based experience including familiarity with safe power and hand tool usage preferred. Personal or professional background in basic construction, carpentry, boat building, engineering design, metalworking, or other related technical skills.
4. Preference for experience lifeguarding and/or handling small watercraft, including kayaks, canoes, and/or power craft. Must be comfortable in and around the water.
5. Bachelors degree and/or experience in a relevant field required, such as education, recreation, environmental, or experiential education. Three-to-five years of relevant instruction experience and at least one year of supervisory experience required.
6. Interest in working with school-age students in a mentorship role.
7. Self-directed individual with excellent organizational, problem-solving, and leadership skills.
8. Must be able to pass state and Federally mandated background checks; maintain a valid driver's license and clean driving record; and successfully obtain and maintain CPR/First Aid/AED certifications.

The Education Programs Manager is a full-time, salaried position of CBMM with an expected minimum work schedule of 40 hours per week. Evening and weekend work is required.

The Education Programs Manager is expected to be present for all special events unless otherwise arranged with their supervisor and may be assigned to work in a capacity alternate to that defined. This position is eligible for working remotely for up to 50% of their time.