



**Coastal Discovery Center Assistant Manager**  
*Regular, Full-Time: scheduled to work 40 hours per week*  
*1 position available*

The Oregon Museum of Science and Industry (OMSI) opened a brand new residential outdoor education facility in Newport, Oregon and is seeking an Assistant Manager to live on site. Join our Outdoor Science Education team and coordinate & implement programs, develop curriculum, supervise summer camp counselors, and provide administrative support for a site that inspires curiosity of hundreds of kids throughout the year! As an Assistant manager, you'll support a passionate staff who are working for OMSI's mission to inspire curiosity through engaging science learn experiences, to foster experimentation and the exchange of idea and to stimulate informed action .

**What you'll do:**

- Coordinate day-to-day operations of OMSI Outdoor Science Education programs, including Outdoor School, Summer Science Camps, Rental, and Family Weekends.
- Act as the liaison between group leaders, teachers, area organizations, OMSI registrar, and the Coastal Discovery Center for programming, scheduling, and program follow-up.
- Responsible for hiring and supervision of camp counselors, under the direction of the Manager.
- Develop, organize and implement concept-based, natural science curriculum for all grade levels (K-12), including adult learners.
- Teach field studies, interest groups, evening programs, or traveling programs.

**What you'll need:**

- Thorough working knowledge of learning styles and instructional strategies, field program instruction, and natural history.
- Ability to self-initiate, self-motivate, and prioritize multiple tasks in order to meet deadlines.
- Bachelor's Degree in natural science, education or environmental studies or equivalent combination of work experience and education.
- Minimum 1 year leadership, supervisory, or management experience.
- Minimum 1 year of program coordination and/or project management.
- Minimum 2 year of experience working with youth in an outdoor residential educational setting.
- Minimum 2 year of formal or informal experience in teaching science related topics.
- Pass pre-employment checks, such as criminal background check, fingerprinting, American Camp Association (ACA) background checks, reference checks, and requirements in the MVR Policy including passing a Motor Vehicle Record (MVR) check and pre-employment drug test for the CDL Driver's Policy.

**Compensation Package:**

- Onsite living available, including shared staff quarters.
- Competitive health benefits.
- Vacation, Personal Days, Sick Days, and Holiday pay!

Want to join the OMSI team? Visit <https://omsi.applicantpool.com/jobs/79661.html> to apply!

OMSI is an Equal Opportunity Employer.