

## Job Posting Leaders in Training (LIT) Lead / Youth Programs Coordinator

### ORGANIZATION OVERVIEW

CuriOdyssey is a science playground and zoo, located on the San Francisco Bay Peninsula in San Mateo, CA. As a team member here, you will be able to connect a passion for science and animals with a beautiful natural setting. You have the opportunity to preserve, build upon, and share the wonder of this place. In our daily interactions with visitors, we envision a time when all people honor nature, animals, and science, value unique experiences, and appreciate beauty in everyday life. CuriOdyssey functions around our mission to inspire love for science and curiosity about the world to create a brighter future. We accomplish this through upholding our values of Integrity, Creativity, and Community. We welcome and appreciate your contributions to CuriOdyssey.

### POSITION OVERVIEW

The Leaders in Training (LIT) Program Lead oversees the training, supervision, communication, recognition, and records management for teenage volunteers in the LIT program. The LIT volunteer program, designed for teens entering 9th – 12th grade in Fall 2026, combines leadership development, science education, and environmental stewardship into one exceptional experience! This role ensures the summer camp runs smoothly and aligns with the Organization's educational goals while fostering a positive, inclusive environment for participants. The LIT Program Lead reports to the Associate Director of Education & Manager of Camp and Youth Programs.

This non-exempt temporary seasonal full-time position offers a Monday - Friday, 40 hour workweek, with a typical schedule of 8:00am - 4:30pm. This position has an expected end date of August 14, 2026.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Training and Supervision:

- Provides comprehensive training and supervision for LIT participants, focusing on leadership development, communication, problem-solving, and teamwork skills. Training includes interactive sessions on activity facilitation, child engagement techniques, and emergency response protocols.
- Regularly conducts observations during the summer camp, assessing LIT facilitation of activities to ensure alignment with summer camp goals. Offers constructive feedback to LIT participants to support their growth and skill development.
- Facilitates weekly meetings during the summer camp season, fostering a supportive environment for LITs to share experiences, receive feedback, and develop leadership skills.
- Ensures participants are familiar with emergency, safety, and health protocols, reinforcing their importance throughout the camp season.
- Maintains and regularly updates the LIT Handbook and photo rosters, providing clear guidance and up-to-date resources for participants.
- Collaborates with the Education team to design and update summer camp schedules, identifying appropriate activities that LITs can lead based on their skills and interests.

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- Supports LITs in preparing for and executing camp activities effectively.
- Manages the Youth Programs Google Calendar, ensuring seamless coordination of LIT responsibilities and camp activities. Verifies the accuracy of recorded hours in Point and makes adjustments as necessary.

#### Communications & Records Maintenance:

- Maintains regular communication with LIT participants and their caregivers via email.
- Ensures records of past, current, and prospective participants are accurate and secure.
- Responds promptly to inquiries from participants and caregivers.
- Conducts and analyzes satisfaction surveys to guide summer camp enhancements.
- Manages the youth programs database and provides service hour verifications and recommendation letters as requested.

#### Other Duties:

- Perform other duties as assigned by leadership.

### **MINIMUM QUALIFICATIONS**

An individual must be able to perform each essential duty listed above and any additional responsibilities as directed as well as satisfy the educational and skill requirements listed below:

#### Education and/or Experience:

- Must be at least 18 years of age.
- Relevant experience in working with and supervising high school aged youth in settings, such as summer camps, museums, zoos, or comparable environments.
- Experience or interest in facilitating training for volunteers or work-related activities directed at high school aged youth.
- Demonstrated knowledge of inquiry or project-based learning for children.
- Experience or interest in the recruitment and retention of youth volunteers.
- Commitment to fostering a positive and meaningful volunteer experience for youth volunteers.
- Commitment to fostering diversity, equity, and inclusion throughout the summer camp.
- Excellent written and verbal communication skills.
- Preferred: Experience using Google-suite, Salesforce and Canva, scanning and filing or willingness to be trained.

#### Certificates, Licenses, and Registrations:

- Take and clear a Live Scan background check
- Current CPR/First Aid/AED certification or willingness to obtain one
- Proof of COVID-19 vaccination and booster

### **PHYSICAL DEMANDS & WORKING CONDITIONS**

The physical demands herein are representative of those that must be met by an employee to

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successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- **Environment:** Work is conducted at CuriOdyssey and immediately local space at Coyote Point. Camp will take place indoors and outdoors in various weather conditions and noise level can be moderate to high.
- **Mobility:** Physical ability and endurance to occasionally carry and lift heavy materials, up to 50 pounds. Frequently move from a sitting to standing position. Traversing uneven surfaces, bending, reaching, sitting on the floor with children and twisting are daily repetitive physical actions.

### PSYCHOLOGICAL DEMANDS

The psychological demands herein are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- Collaborates with the Education team to address and manage LIT-related challenges, ensuring responses are thoughtful, effective, and handled with tact and confidentiality.
- Regularly communicate with youth participants and their caregivers with empathy, transparency and respect.
- Remain attentive to the physical safety of children and adolescents, including the proper identification and reporting of potential child abuse.

### COMPENSATION AND BENEFITS

- **Pay Rate:** \$22.00/hour
- **Status:** This is a non-exempt temporary seasonal full-time position, starting **May 25, 2026 through August 14, 2026**. Note: there is limited flexibility to accommodate time off requests, and only emergency-related time off will be considered.
- **Schedule:** 8.0 hours/shift, Mon. – Fri., between the hours of 8:00am – 5:00pm.
- **Benefits:** All employees receive mandated benefits in the manner prescribed by law. However, as a seasonal employee, you will not receive additional benefits (e.g., vacation, holidays, personal time, health insurance, etc.)

### TO APPLY

Please send a resume and cover letter to the **Education Department at the email address: [jobs@curiodyssey.org](mailto:jobs@curiodyssey.org)** with **“LIT Program Lead”** in the subject line.

*CuriOdyssey seeks to build a diverse work team and encourages applications from candidates who will add to that diversity. CuriOdyssey is an equal opportunity employer and considers applicants for all positions without regard to age, race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), gender, gender identity or expression, sexual orientation, military or veteran status, or any other status protected by federal, state, or local laws. If you require reasonable accommodation to complete a job application or interview, or to otherwise participate in the hiring process, please contact [jobs@curiodyssey.org](mailto:jobs@curiodyssey.org).*