

Afterschool Program Consultant (Part-time, contract work)

Two Mississippi Museums

Hourly rate: \$17-20

The Mississippi Department of Archives and History seeks an Afterschool Program Consultant to provide expert guidance and support to afterschool programs, ensuring they are effective, engaging, and aligned with best practices and educational standards. The consultant will work closely with the Manager of Family and Community Learning, Two Mississippi Museum education and programming staff, and stakeholders to assess program needs, develop curricula, and implement strategies that create a quality afterschool program.

Essential Functions:

- Conduct comprehensive assessments of existing afterschool programs in the Jackson metro area as well as museums across the southeast region.
- Analyze data and feedback from comparable afterschool programs.
- Engage and develop partnerships with local schools and school districts.
- Design and develop age-appropriate curricula and program outlines that align with the Mississippi Department of Archives and History's mission and vision.
- Collaborate with the Manager of Family and Community Learning and museum educators in the design and planning of developmentally appropriate afterschool activities.
- Establish a draft budget and necessary funding to sustain the program long-term.
- Collaborate with school administrators and community partners to identify transportation logistics.
- Develop evaluation tools to measure program effectiveness.

Qualifications:

- Typically requires a bachelor's degree and 3-5 years of experience working with youth and teens in childcare, teaching, camp, recreation, or similar settings.
- Excellent communication, organizational, and interpersonal skills.
- Ability to work independently and collaboratively in a team environment.
- Prior leadership and/or management experience preferred.

Work Hours and Pay

This part-time, seasonal position starts on September 1, 2024, and ends on January 31, 2025. The pay is \$17-20 an hour, commensurate with experience.

To apply for this position, please use our online Indeed application portal by **following this link**. Alternatively, you may submit your resume via email directly to Shelby Tipton, Director of Human Resources, at stipton@mdah.ms.gov.

The Mississippi Department of Archives and History is an equal opportunity employer.