

Position vacancy - Aviation Museum of Kentucky
Coordinator of Aviation Camps

This part time position is responsible for coordinating and managing the implementation of the Aviation Museum's summer Aviation Camps using the existing well defined and proven outline. The coordinator will perform the tasks starting in January of 2020 and finish after the last camp is held in late July or early August. Typically, there are five 2-day museum based camps that are held in Lexington in June and four out of town camps at multiple sites around Kentucky in July. Tasks include implementing the aviation camps planning guide, making monthly status reports, scheduling and coordination of teaching staff and serving as the primary liaison to external camp locations. The coordinator attends, manages and participates for the entirety of each camp.

Necessary qualifications of a candidate for this part time position include:

- Has experience in working with youth/adults plus very good communication skills
- Passes a drug test, motor vehicle record check and criminal background check
- Possesses very good organizational skills plus ability to multi-task
- Commits to learn the camps curriculum sufficiently to assist/teach any class as needed
- Possesses fundamental computer literacy using basic MS Word and Excel
- Holds a valid driver's license and authorization to legally work in the USA
- Has the ability to lift/move up to 50 pounds
- Is available to begin by January, 2020 for initial tasks in the camps planning guide

NOTE: Prior knowledge of aviation is not required of candidates but an interest and desire to learn about the topic is important going forward.

Preference will be considered for a candidate who has demonstrated a sincere interest in what the aviation camps program entails.

Compensation is based upon the number of students in each camp and is paid at the conclusion of each camp.

For further information, please contact Ed Murphy at em1234@twc.com or call 859 494-3669.

If interested in applying, submit your resume to search2019@avationky.org .

DEADLINE FOR SUBMISSION OF RESUME - NOVEMBER 15