

POSITION DESCRIPTION

DATE: 06/0110

JOB TITLE:	Challenger Learning Center Flight Director	JOB CODE:	
REPORTS TO (title):	Challenger Learning Center Lead Flight Director	CODE COST:	
DEPARTMENT:	Programs	FLSA:	Exempt
JOB CLASSIFICATION:		BAND:	

POSITION SUMMARY: Describe the general purpose of the job or why the job exists

Flight Director is responsible for the facilitation of all programming activities of the Challenger Learning Center at Chabot. The Flight Director must have exemplary leadership and teaching skills. Responsibilities include development & delivery of all CLC programming. This is a full-time position, Saturdays required. Position to be filled by September 1st, 2010.

ESSENTIAL FUNCTIONS: List the principle on-going responsibilities that are necessary to accomplish the purpose of the job.

- Assist in daily operations of Challenger Learning Center, including maintaining operational capabilities of equipment and software
- Work with a wide variety of users, clients, and visitors on an ongoing basis, i.e., teachers, parents, children, school administrators, the corporate community, outreach, event guests, CSSC volunteers, etc...
- Assist in planning and conducting CLC programming including: school, birthday, and holiday missions, corporate missions, teacher workshops, and special events.
- Assist in developing & running Chabot's day camp programs in summer months.
- Assist in planning and conducting training of CLC volunteers.
- Assist in planning & developing of program enhancements.
- Responsible for curriculum compliance and correspondence to state educational standards.
- Participate in simulator testing and updates of programming or hardware.
- Participate in ongoing training in aerospace education.
- Represent Chabot CLC at annual Flight Director Conference.
- Assist in developing, marketing and implementing new education events, and new, unique educational programs within the CLC.
- Attend regular department and museum wide meetings.
- Perform other related duties as assigned.
- Performs whatever duties necessary to make the CLC a successful, effective and meaningful program.