

Associate Director of Elementary Camps and Family
Learning (4168U), Lawrence Hall of Science - 8193
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=264151>

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Posted Oct. 20, 2025, set to expire Jun. 30, 2026

Job Title	Associate Director of Elementary Camps and Family Learning (4168U), Lawrence Hall of Science - 8193
Department	Lawrence Hall of Science
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 20, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director Professional Staff
Academic Field(s)	Science Education
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Lawrence Hall of Science is UC Berkeley's public science center, serving more than 100,000 visitors each year to programs and events onsite and hundreds of thousands more in schools and community settings across Northern California. Our programs, products, and research impact youth, communities, educators, leaders and partners locally, nationally and globally.

Our mission is to inspire and engage through science discovery and learning in ways that advance equity and opportunity. We do this by working with audiences that include learners, who experience our programs and products; educators, who work both in and out of school settings; and partners, who conduct research, build capacity for learning, and transform education systems. Research underlies everything we do, and we design all of our programs and products to have high impact beyond the walls of The Lawrence.

Since we were founded in 1968, The Lawrence has been at the forefront of science, technology, engineering, and math (STEM) learning. The Lawrence is unique among science centers as it is a Learning Lab. We design, develop and study a wide array of science, technology, engineering and mathematics learning programs and products for youth, families and adults from diverse backgrounds in our specialized facilities and through our community partnerships. Our spaces and partnerships offer unique opportunities for public engagement and learning.

Position Summary

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The Associate Director of Family Learning and Elementary Programs leads the development, implementation, and continuous improvement of dynamic learning experiences for children in grades K-5 and their families. This role ensures that seasonal camps and year-round family programming are inclusive, joyful, and rooted in research-based practices that center curiosity, community, and equity.

Reporting to the Director of Program Leadership and Impact, this position is responsible for overseeing the full lifecycle of elementary camp operations - from program design and educator preparation to enrollment strategies and evaluation. The Associate Director also drives the strategy for family learning events that invite multigenerational audiences to engage with science together, while coordinating meaningful evaluation and impact efforts to inform future planning.

As a key leader within the public engagement team, the Associate Director collaborates with internal teams across exhibitions, learning design, visitor experience, and operations, as well as external partners and families, to shape offerings that are mission-aligned and responsive to community interests. This role supports a team of staff and seasonal educators and plays a critical role in ensuring that our elementary and family programs reflect the values of cultural responsiveness, access, and educational excellence. This position is on-site (non-hybrid) and requires some work on evenings, weekends, and holidays.

Application Review Date

The First Review Date for this job is: 10/30/2025.

Responsibilities

Program Operations and Logistics

- Manages the day-to-day operations of elementary camp programs to ensure smooth and efficient delivery.
- Responsibilities include coordinating staff schedules, assigning teaching spaces, overseeing daily setup and cleanup, managing supplies and materials, and responding promptly to operational challenges or emergencies to maintain program quality and participant safety.
- Coordinates transportation logistics by planning bus schedules and routes, liaising with transportation providers, and communicating with families and staff to ensure timely and safe student pick-up and drop-off.
- Tracks registration and enrollment data continuously, monitoring attendance patterns and trends to forecast demand.
- Adjusts staffing levels, student group assignments, and facility usage to maintain compliance with

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staff-to-student ratio requirements and optimize program delivery.

- Collaborates with program leaders to manage waitlists and accommodate last-minute changes.
- Collaborates closely with the Director of Business Strategy and the Marketing team to develop and implement targeted marketing and outreach campaigns.
- Supports efforts to increase program visibility, drive registrations, and achieve revenue goals through strategic communications and community engagement.
- Maintains comprehensive documentation of all operational procedures, registration processes, safety protocols, and compliance requirements.
- Ensures all program activities adhere to institutional policies, regulatory standards, and best practices for educational programming and child safety.
- Recruits, screens, and selects qualified course and program instructors to meet program needs and standards.
- Conducts comprehensive orientation and training to ensure instructors are well-prepared to deliver curriculum effectively.
- Provides ongoing supervision through regular performance evaluations, feedback sessions, and professional development opportunities to maintain instructional quality and alignment with program goals.
- Addresses performance issues promptly and supports instructor growth to enhance participant experience.
- Participates in the development of strategic marketing and fundraising plans by identifying target audiences, analyzing market trends, and contributing to goal-setting.
- Collaborates with cross-functional teams to align outreach efforts with organizational priorities and maximize program visibility and funding opportunities.
- Actively participates in the long-range strategic planning and development of public educational programs, contributing insights and recommendations to support program growth, community engagement, and alignment with organizational goals.
- Identifies, recruits, and evaluates prospective program partnerships to expand educational offerings and strengthen community engagement.
- Assesses partnership opportunities based on alignment with organizational goals, resource capacity, and potential impact, fostering collaborative relationships that support program success.

Required Qualifications

- Demonstrated ability to design, revise, and implement developmentally appropriate STEM learning experiences for children and families, aligned with research-based practices and community interests.
- Proven experience recruiting, training, and supervising a diverse team of educators, interns, and volunteers, with a focus on inclusive practices, performance feedback, and professional

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development.

- Strong organizational and project management skills to lead scheduling, staffing plans, and long-term strategy for seasonal and annual programming.
- Ability to collect, analyze, and apply participant data and evaluation findings to improve program quality, measure impact, and communicate results internally and externally.
- Thorough understanding of how to achieve program goals in coordination with other departments - such as Marketing, Business Strategy, Visitor Experience, and Operations - while adhering to university policies and compliance requirements.
- Excellent verbal, written, and interpersonal communication skills, with the ability to clearly present ideas, lead meetings, and connect with audiences ranging from UC staff to public visitors and community partners.
- Experience working with marketing or outreach teams to develop enrollment strategies, track sales goals, and align program offerings with audience needs and institutional revenue targets.
- Ability to create and manage program budgets, forecast revenue, monitor expenditures, and reconcile costs in alignment with financial sustainability and strategic priorities.
- Skill in using business software systems in the completion of work assignments; i.e., Word, Excel, Access, PowerPoint.
- Continuing education in a related field required, including early childhood education, family learning, child development, STEM education or informal education or equivalent experience.
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is

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- This is a 1-year, full-time (40 hours/week), contract appointment that is eligible for UC benefits with the possibility of extension.
- This is an exempt monthly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of

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misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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