



MAKERSPACE Program Coordinator

AVAILABLE IMMEDIATELY

You have a passion and energy for the empowerment of youth ages 11 to 17. You are outgoing and build relationships effortlessly. You have a passion for creativity, innovation, design and like to think outside of the box. You have the passion, knowledge and skills to support youth for a successful future! You are comfortable talking in front of groups of youth, adults, community agencies, schools, government, businesses and funders. You work to build strong partnerships and relationships with various groups. You can easily get others to “buy-in” to new and innovative ideas and programs.

This position involves working with youth and volunteer mentors from a variety of backgrounds, so the ability to build trusting relationships is critical. The Program Coordinator will work to foster partnerships with other youth serving agencies and organizations to ensure the development of social, emotional and life skills in participating youth.

If this sounds like you, then we are interested in connecting with you.

SPEC's MakerSpace serves the City of Brooks and surrounding areas and the successful candidate will be responsible for planning, developing and organizing programming. The MakerSpace programming will be designed to expose youth to new skills, new career paths and to develop creative and innovative ideas leading to greater confidence and social skills of youth. Youth will build resiliency by connecting with volunteer adult mentors.

The successful candidate will be responsible for recruitment and management of adult volunteer mentors and will participate in fundraising activities. A passion, background and exposure to various science, technology, engineering, art and math (STEAM) activities are an asset. As such, this MakerSpace Program Coordinator should be able to demonstrate a high degree of computer skill, adaptations and applications. He/she should be able to facilitate and inspire the development of skills and the growth of learning through “making,” personally or with adult mentors and show how these applications might be used in the real world (e.g. business, medical).

Qualifications

- A degree in a Human Services related field from a recognized educational institution or
- Diploma in a Human Services related field with a minimum of 3 years related experience
- Clear RCMP Criminal Record Check including Vulnerable Sector Check and positive CYIM check;
- Minimum valid Class 5 Driver's License and approved Driver's Abstract
- Current Emergency Level First Aid
- Current ASIST / Youth ASIST an asset

Preferred Experience

- Proven history of work with youth, parents and community stakeholders
- Project and/or program coordination
- Community and program needs identification
- Recruit, train and supervise volunteers and new employees
- Program evaluation and outcomes review
- Report writing for employer, funders and stakeholders
- Skilled with various social media apps for marketing purposes

Work Hours & Conditions

This position currently offers 32 hours of work per week, with potential to increase to 37.5 hours per week. Schedule involves Tuesday – Saturday hours, with some additional flexibility required during summer and school holidays. This job requires the successful candidate to work independently and with various teams. As there is hands-on “making” involved with this position there will be some physical demands to the job.

Deadline for applications by fax or email (only) is Friday, September 11th.

Please send resume (referencing job title in subject line of email or on fax cover) and 3 references to:

Tracey Harahus, Program Manager

Email: tracey.harahus@spec.ab.ca

The SPEC Association for Children and Families

Fax: 403.362.5090

#101, 327– 3rd Street West

Brooks, Alberta T1R 0E7

Thank you in advance for your interest, however, only individuals selected for interviews will be contacted.