

JOB OPPORTUNITY

(Regular Full-Time)

Position: Youth Program Specialist
Reports to: Director of Performance and Fun Times

Posted: January 8, 2018

Science World is a BC-based charitable organization that engages the people of British Columbia in STEM literacy. Our mission is to ignite wonder and empower dreams through science and nature.

Position Description:

Working as part of the Visitor Experience and Community Engagement teams, you will play both lead and supporting roles in development, coordination, implementation, documentation and evaluation of program experiences for youth. Youth Program priorities will be reviewed and established annually. The current portfolio of the Youth Program Specialist includes:

- Leadership and event planning for *SWEET (Science World Extravagant Events for Teens)* evening events,
- Leadership of the *Science World Teen Advisory Group (TAG)*
- Scheduling, training and program development for our *Robotics Club*.
- Support, training, and mentorship for our *High School Work Experience* volunteers
- Development of activities and coordination with outside presenters for our *Monthly Teen Tuesday* field trip days

This position will regularly work with the Visitor Experience Managers to support our active *High School Work Experience* program and related initiatives including alumni events, Summer Science Facilitators and leadership programs. This position requires an enthusiastic, organized, independent and creative individual with a passion for science and youth. Flexibility and confidence are required to work with a highly collaborative and dynamic team, plus experience working with youth.

Key Responsibilities:

- Developing, training and evaluating youth programs and school workshops at Science World, working collaboratively with senior Visitor Experience and Community Engagement staff
- Developing, implementing, coordinating and evaluating a youth leadership program involving Science World youth volunteers
- Contributing to budget development and managing ongoing budget tracking related to portfolio of responsibilities
- Periodic involvement in *Opening The Door* high school networking events and *Future Science Leaders (FSL)* enriched teen science program
- Contributing to marketing and collateral resource material related to portfolio of responsibilities
- Promoting youth programs through promotional materials, social media, as well as written and oral presentations
- Contributing to report and proposal writing related to portfolio of responsibilities
- Other duties as required

Qualifications:

- A degree in Education or equivalent youth leadership experience with a minimum of 2 years' experience
- Strong collaboration and teamwork skills are essential
- Demonstrated dependability, reliability and flexibility, capable of working independently and as part of a team
- Excellent communication skills and research skills, including presentations to groups of varied audience (adults, youth and children)
- Experience with teaching and / or developing youth programming is an asset
- Proven experience working with Science World's target audience in an informal educational environment
- Able to travel around the province as required as well as occasionally work evenings and holidays
- Must be willing to work either Saturday or Sunday of each week to oversee the Science World Robotics Club

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- Strong problem solving, organizational and time management skills
- Experience recruiting, training, supervising and scheduling a team of part time staff or volunteers
- Valid unrestricted driver's licence and provide current driver's abstract for examination and approval
- Must be able to safely lift 25 lbs

- All offers are subject to satisfactory completion of reference and police criminal record checks -

Please apply by **Monday, January 22, 2018** via the Science World careers portal: <http://scienceworld.ca/jobs>

** We would like to thank all candidates. However, only those selected for an interview will be contacted. **