

GREAT FUTURES START HERE.



MAKERSPACE LEAD JOB DESCRIPTION

POSITION SUMMARY: The Makerspace Lead is responsible for developing, implementing, supervising, and evaluating youth and daily activities in a traditional Club environment. The Makerspace lead will provide instruction and support for Club members ages 8-18 interested in STEAM activities/programs, inventing, tinkering, programming, building, and creating art/design.

The Program Lead will work with the education manager to reach overall goals and objectives in the following priority outcome areas of Academic Success, Good Character and Citizenship, and Healthy Lifestyles.

All offers of employment are contingent upon a successful background check.

Program responsibilities:

- Develop strong, healthy and appropriate relationships with youth.
- Exhibit Club values (Commitment, Fun, Integrity, Excellence, teamwork), and setting a supportive and caring environment.
- Develop schedule, plan and implement STEAM, based activities and programs.
- Identify and utilizing best practices for STEAM learning.
- Guide and support youth Makerspace leaders to recruit and coordinate activities
- Coordinates program services and cooperative learning activities for members and visitors that are both fun and instructional.
- Supervises members in the program area; ensures safety of members, positive values, and ethical behavior through quality in programs and appearance of the unit at all times.
- Promotes and stimulates program participation.
- Tracks attendance and program activities.
- Work with volunteers
- Inventories all supplies necessary for program and submit requests for reordering.
- Maintains good order in program area.
- Maintains administrative reports and submit them in a timely manner.
- Establishes positive relationships/boundaries with youth, their parents and/or guardians.
- Maintain program areas clean, organized, safe for Club members
- Performs other related duties as assigned by management.

Skills required:

- Knowledge of youth development with a minimum of two years' experience in youth programs
- Strong understanding of STEAM activities, tinkering/building, and basic coding
- Ability to sew and create clothing, learn how, or recruit a volunteer that can
- Ability to think outside the box and plan creative, fun learning activities
- Ability to work with G Suite software tools
- Ability to motivate youth, and manage behavior problems in a positive manner
- Ability to work with youth, volunteers, co-workers, general public in a professional, courteous manner
- Ability to plan and implement quality age-appropriate programs for youth.
- Ability to organize and supervise members in a safe environment
- Good communication skills: Informing, Listening, and Writing
- Second language ability such as Spanish, Khmer, Portuguese, French, is a plus

QUALIFICATION REQUIREMENTS: Knowledge Demonstrated knowledge of principles related to development of youth between 8 and 18 years of age, group leadership skills, and an understanding of group dynamics. Education Two to Four-year College degree from an accredited college in a related area(s) of Youth Development preferred. One year of Boys & Girls professional experience may be substituted for each year of college. Experience Minimum of two years experience in the operation of a Boys & Girls Club (or similar organization) preferred.

ADDITIONAL RESPONSIBILITIES:

Relationships

- Internal: Maintain daily contact with Club staff and volunteers, to discuss issues challenges and opportunities; provide and receive information as warranted; Provide programs, advise and guide members according to Club policy.
- External: Maintains contact with external community groups, schools, and others to promote the Club and build partnerships to better serve our members. Other Requirements • CPR and first aid certifications (preferred)
- Valid (MA) Driver's License

ENVIRONMENTAL AND WORKING CONDITIONS:

All work is conducted in a Club setting, indoors and outside. Limited travel is required.

PHYSICAL AND MENTAL REQUIREMENTS:

Demonstrated ability to:

- Maintain a high energy level and be comfortable performing multi-faceted projects in conjunction with day-to-day activities.
- Go up and down stairs on a regular basis.
- Regularly required to speak clearly and hear the spoken word as well.