

## GREAT FUTURES START HERE.



### Makerspace Lead

**Reports to:** Pathways Manager

**Location:** 657 Middlesex St, Lowell, MA 01851

**Salary/Hourly:** \$18.00 - \$19.00 per hour

**Job Type:** Part Time, 25 hours per week, M-F 2:00-6pm or 3:30-7:30pm

#### Overview/Position Summary

The Makerspace Program Lead will lead in overseeing Club members in our after school Makerspace programs and will facilitate engaging academic, enrichment, and recreation activities with groups of up to 20 Club members from 8 to 18 years old. Maintaining a positive atmosphere for our members to feel at home. Take part in monitoring and evaluating programs, services and activities to ensure the safety of members, quality of programs and appearance of the club at all times.

#### Responsibilities/Skills and experience relevant to this position:

- Strong understanding of the A in STEAM activities. This position is much more than just creating arts and crafts.
- Ability to sew and create clothing
- Ability to use and learn woodworking tools including power tools.
- Ability to use clay and create artistic works
- Ability to use 3D printer
- Ability to think outside the box and plan creative, fun learning activities
- Lead building and tinkering
- Excellent written and communication skills
- Proficient computer skills along with ability to learn and utilize multiple platforms
- Attention to detail, willing to learn and have strong organizational skills
- Interest in working with multicultural teams with diverse constituencies
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision
- Provide homework and academic support for program participants
- Assist Makerspace Lead facilitate and plan academic skill-building activities based on members skill level
- Assist in creation, plan, and facilitation of engaging enrichment activities for club members.
- Support members in developing the skills they need to be successful in school and life
- Actively supervise and ensure student safety at all times
- Model positive and proactive attitudes, behaviors, and language
- Communicate regularly with the Makerspace Lead and Academic Success Manager to ensure consistency
- Assist in maintaining accurate attendance records and reporting procedures
- Attend all training and staff meetings
- Participate in and evaluate the effectiveness of activities and events
- Implement guidance and discipline technique
- Participate in cleaning and maintaining the facilities and equipment
- Develop relationships with club members
- Interact professionally and appropriately with members, Club staff, visitors and guests.
- Assist program spaces for Pathways when needed
- Perform related duties as assigned

#### Qualifications:

- Ability to manage and supervise members age 8 to 18 in a safe environment
- Ability to work in environment with loud noises
- All staff are required to undergo training, which includes but is not limited to topics related to safety, emergency response and child abuse prevention
- Must support Club values
- Education: GED, High school diploma or higher education required
- Arts and Fabrication (wood/metal) Background preferred
- Age requirement: 21+, MA or NH driver's license and good standing driving record
- Authorized to work in the U.S.

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- Bilingual/Bicultural Preferred
- Ability to lift 25 lbs, ability to use stairs, write clearly, speak clearly & hear spoken words

### Benefits:

- Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence.
- Paid time off, training
- Interaction with a positive, community minded team, along with amazing young people.

### How to respond

Please submit your resume to Shirley Pimentel, Youth Development Director, at [shirley.pimentel@lbgc.org](mailto:shirley.pimentel@lbgc.org) and Na Lam, Pathways Manager, at [nlam@lbgc.org](mailto:nlam@lbgc.org)

### Our Hiring Process and Timeline

- We will review the applications on a rolling basis until the position is filled.
- We will conduct short phone interviews and begin in-person (or video) interviews.
- We would like to have selected the candidate as soon as possible.

### Equity Statement

The Boys & Girls Club of Greater Lowell is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQIA+ individuals, and people with disabilities. Boys & Girls Club of Greater Lowell will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs.

Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. People of color, especially those from Lowell, are strongly encouraged to apply.

### Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All offers of employment are contingent on results of a reference and background check.