



**Job Title: Centre Coordinator – Play Centre/Makerspace**

**Starting Wage: \$20/ hour**

**Contract: 10 hours/ week, 45 week duration**

### **SUMMARY**

Reporting primarily to the Kids in Motion Society - Board of Directors; the Coordinator is generally responsible for the day-to-day program operations of the Makerspace/Play Centre.

### **KEY DUTIES AND RESPONSIBILITIES**

- The Key Duties for this position will be to increase the daily openings, and public awareness and usage of the spaces.
- Research funding options and actively search/apply for funding, including proposal and grant writing.

#### **Play Centre:**

- organizes volunteers including - recruitment, orientations, scheduling, volunteer appreciation
- responsible for marketing - advertising hours, daily social media posting, ongoing promotions, advertise free entry
- booking and organizing rentals
- General maintenance - updating the log book, restocking supplies, laundry, keeping stats

#### **Maker Space:**

- Responsible for marketing - advertising hours, daily social media posting, ongoing promotions, advertise events, public openings
- Responsible for coordinating volunteers and provide training volunteers/staff,
- Responsible for workshops coordination - booking, advertising, registrations, hosting, liquor license, purchasing supplies, training organizing event volunteers, till training.
- Coordinate birthday party rentals – including bookings, training/mentoring staff.
- Cleaning and organization

#### **Toy Library:**

- Responsible for marketing, advertise/Facebook page
- Create systems for the rental process including open hours of operation - finalize/test rental process
- Responsible for employee/volunteer training as it relates to the lending library

#### **Summer Day Camp:**

- Responsible for organizing, advertising and registrations
- Responsible for applying for Canada Summer Student funding - apply for grants, fundraise, look for donations.
- Oversee staff and the general operation of the camp



**SKILLS/ ABILITIES/ KNOWLEDGE**

- High level of maturity and confidentiality.
- Communicates clearly both orally and in writing, using good interpersonal skills
- Well-developed time, planning and organizational abilities
- Demonstrates strong knowledge of Non-profit operations
- Keen interest in community engagement and building community capacity
- Ability to work independently and as part of a team
- Computer literacy

**QUALIFICATIONS PREFERRED**

- Strong organizational and time management skills
- Experience with grant/proposal writing
- Experience facilitating volunteers in a group setting.
- Ability to work well unsupervised

**ADDITIONAL INFORMATION**

Delivery of services may require a moderate level of physical fitness i.e. walking, standing, bending, lifting to effectively carry out the duties of this position. A valid B.C. driver's license is required. A clean Criminal Record Review is also required.

I acknowledge that I have received a copy of my job description and I commit to follow my duties and responsibilities as defined within it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date