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Q 11211 142 STREET NW EDMONTON, AB T5M 4A1

4 780-452-9100

POSTING NO.: ESSF 1742 AFFILIATION: CSU52

The Edmonton Space & Science Foundation Camps and Community Programs Specialist Temporary Part Time (January 6, 2025 – September 15, 2025)

Join TELUS World of Science – Edmonton (TWOSE) as we embark on our 40^{th} trip around the sun! Situated in the heart of amiskwacîwâskahikan $\sqrt[4]{}^{\circ}b^{\dagger} \dot{\triangleleft}^{\circ}b^{\dagger} \Delta b^{\circ}$ in Treaty Six Territory and the Métis Homeland, we are the destination to engage Albertans' hearts and minds in science, with a mission to ignite curiosity, inspire discovery, celebrate science, and change lives.

We take pride in building a culture that is diverse, equitable, and inclusive. Science is for everyone, and the Science Centre team is as diverse as our guests. We encourage Black, Indigenous, and racialized peoples, persons living with disability and neurodiversity, women, sexual and gender minorities, and members of all minority groups to apply.

Be part of an organization that values diverse perspectives, identities, abilities, and expressions. From cosmic discoveries through telescopes to 'Aha!' moments under microscopes, join the Science Centre as we celebrate the endless possibilities of science for the next 40 years!

POSITION SUMMARY:

Reporting to the Manager, Camps and Community Programs, the Camps and Community Programs Specialist plays a key role in the success of these programs and is responsible for welcoming these very important guests into our facility, delivering epic education programming, and ensuring a safe and hospitable visit from start to finish.

This role involves collaborating with various stakeholders, developing program content, and ensuring the successful implementation of activities that align with the organization's mission and values.

DUTIES AND RESPONSIBILITIES:

Program Development and Planning:

- Collaborate with the Camps and Community Programs Manager to develop and plan camps, community programs and sleepovers that align with organizational goals and community needs.
- Conduct needs assessments and research to identify program opportunities and trends.
- Collaborate with Camps and Community Program Manager on creation of marketing materials and scheduling of camps on quartly basis to accommodate camp spaces keeping in mind the needs of neurodiverse and specials needs audience.
- Lead in training and mentorship of camps and community programs staff
- Lead camp, sleepover, and community programming as needed









- Instruct School Classroom/Interpretive/Demonstration Programs and Ziedler Dome Theatre Programs as directed.
- Assist in the development, documentation and updating of camps and community programs, including additional methods of delivery such as video conferencing etc.
- Other duties as required.

Stakeholder Engagement:

- Build and maintain positive relationships with community members, local organizations, and other stakeholders to enhance program effectiveness.
- Work closely with community leaders and volunteers to ensure a collaborative approach in program development.

Logistics and Execution:

- Oversee the logistical aspects of camps and community programs, including scheduling, supervision, and supplies.
- Coordinate with internal and external partners to ensure smooth execution of programs.
 Other community-based programming as it emerges Participant

Recruitment and Outreach:

- Collaborate with Camps and Community Manager on implement strategies for participant recruitment, including outreach to diverse populations within the community.
- Utilize various communication channels to promote programs and engage the community.

Program Evaluation

- Collaborate with Camps and Community Programs Manager on implementing assessment tools to evaluate the effectiveness of camps and community programs.
- Collect and analyze feedback from participants, volunteers, and other stakeholders for continuous improvement.

Budget Management:

- Assist in developing and managing budgets for camps and community programs.
- Monitor expenses and seek cost-effective solutions to maximize resources.

QUALIFICATIONS:

Knowledge and Abilities:

- Knowledge and experience with inquiry-based learning
- Dynamic teaching skills
- Innovative and forward thinking
- Excellent organizational and time management skills
- Initiative to remain current on science topics





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- Ability to work collaboratively with diverse groups of individuals.
- Familiarity with budget management and resource allocation.
- Passion for community engagement and positive social impact.

Education and Experience:

2 years' experience in a related position is desirable. Post-secondary degree/diploma in one of the following areas:

- Education
- Technology
- Science
- Science Communication

Note: A clean Police Information Check including the vulnerable sector is a condition of employment for successful candidates. The check must be completed prior to commencement of work and is the financial responsibility of the candidate.

Wages: \$29.06 - \$36.25 based on 2023-2024 Collective Agreement (FT 160).

Hours of Work: 8-37.5 hours per week, depending on operational needs. Some evening and weekend work required.

Opening Date: November 4, 2024 Closing Date: November 18, 2024

How to Apply: hr@twose.ca

Please include cover letter and resume in one document. We thank all applicants and advise that only those selected for an interview will be contacted.