



✉ [WWW.TWOSE.CA](http://WWW.TWOSE.CA)

📍 11211 142 STREET NW  
EDMONTON, AB T5M 4A1

📞 780-452-9100

Posting No: ESSF 126X

**Employment Opportunity**  
**Edmonton Space & Science Foundation**  
**Manager, Camps and Community Programs**  
**Full-Time**  
**(Out of Scope)**

**Who We Are**

*TELUS World of Science – Edmonton’s mission is to: Ignite curiosity. Inspire discovery. Celebrate science. Change lives. We are the destination to engage Albertans’ hearts and minds in science.*

*The Edmonton Space & Science Foundation is a non-profit organization that operates TELUS World of Science – Edmonton.*

**The Opportunity**

The Manager, Camps and Community Programs is a highly motivated individual with a history of taking initiative, generating creative solutions, and inspiring others. They have a demonstrable passion for science, camps, education, and community engagement. They are skilled in managing multiple projects with competing priorities, can mobilize a team in a collaborative environment, and are flexible in a rapidly changing environment.

**Position Summary**

Reporting to the Director of Education, the Manager manages the camp and community program delivery staff, which includes but is not limited to camp and sleepover staff, and ensures successful delivery of these programs to meet learning outcomes and revenue targets. The Manager of Camps and Community Programs will research industry best practices and develop a comprehensive, long-term plan to improve and expand our offerings.

This position involves liaising with the community to build meaningful relationships, maintaining communication with community stakeholders and external groups. This relationship building will have a focus on identifying and aligning TWOSE camp and community programs with existing needs in the community. The Manager communicates and coordinates with various departments to ensure the successful execution of camp and community programs.

LAT 53° 33' 40" N LON 113° 33' 50" W

## **Duties and Responsibilities**

### **Strategic**

- Responsible for program development, delivery, and/or redesign to better meet community needs and encourage attendance.
- Represents organizational interests and builds partnerships with the community.
- Leads the development and implementation of new camps and community programs that meet the needs of community stakeholders and external groups.
- Advises on issues and trends in informal education and camps in Alberta and within the global science centre community.
- Stay abreast of current developments in education and science and technology in terms of new discoveries, presentation techniques, and science curricula. Establishes systems to ensure that staff keep abreast of these developments and incorporate them in to programs.
- Works to maintain and enhance guest experience at TELUS World of Science – Edmonton.

### **Operational**

- Manages program operations, changes, and service delivery to achieve program and organizational strategic objectives.
- Develops an annual budget and monitors expenses to ensure compliance with approved limits.
- Responsible for the safe function of camps and community programs in compliance with all government regulations, industry and organizational standards.
- In support of the organization's goals, objectives and overall budget, develop and manage the annual Camps and Community Programming operating plans and budgets to ensure successful service delivery.
- Ensures that expectations set forth by the organization are achieved.
- Evaluates program performance against service goals, outcomes, and annual targets.
- Develops and implements an evaluation/improvement plan of existing camp and community programs.
- Other related duties as required.

### **Managerial**

- Assume management responsibilities for staff involved with the delivery of science community programming, including but not limited to camps and sleepovers.
- Hires, leads, trains, supervises, and mentors staff to carry out effective science camps and community programming.
- Lead, coach, develop, and retain team members to positively impact science education in our community through the delivery of high quality programs.

### **Qualifications**

This position requires an energetic and dynamic individual who is able to inspire a team to provide memorable education experiences to community groups. An optimistic outlook with the ability to have and create fun is must.

### **Knowledge and Abilities**

- Passionate about science literacy and the improving the broader public understanding of science
- Ability to motivate and inspire an effective team
- Have a solid understanding of the relationship between science centres and community groups
- Ability to accurately meet deadlines in a timely and concise manner
- Excellent interpersonal, organizational and communication skills
- Adaptable to a changing work environment
- Excellent problem solving skills
- Managerial accounting experience

### **Education and Experience**

- Degree in Education, Recreation, Science, Business Administration or equivalent.
- 3-5 years of management experience, including staff leadership, management of multiple programs, quality improvement and change management.
- 7+ years of experience working in a camp, school, or equivalent environment.
- Current first aid and CPR certification.

**Note:** A clean Security Clearance 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.

### **Hours**

- 75 hours biweekly.
- Ability to work flexible hours, sometimes including weekends, evenings, and nights
- Restricted vacation during peak operational periods.

### **Wages**

- The TELUS World of Science - Edmonton offers a competitive salary commensurate with experience, plus a generous manager level benefits package. The position is based in Edmonton. Please indicate wage expectations on accompanying cover letter.



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**Apply to:** TELUS World of Science – Edmonton  
11211 142 Street NW, Edmonton, AB T5M 4A1

Attention: Human Resources

[hr@twose.ca](mailto:hr@twose.ca)

**Opening Date:** July 4, 2019

**Closing Date:** July 18, 2019

LAT 53° 33' 40" N LON 113° 33' 50" W