



CMSA Program Coordinator

2-year full-time contract

Annual salary range: \$57,000-63,000

Time commitment : 35 hours/week with flexible hours

Hybrid in-office and work from home

Position Overview

LAUNCH is taking STEAM national! Our team is recruiting an experienced coordinator to help with this cross-country expansion.

LAUNCH Waterloo is a social enterprise transforming traditional STEAM – science, technology, engineering, arts and math – programs into a new sport for kids.

With recent funding from CanCode, LAUNCH is creating the Canadian Minor STEAM Association (CMSA) – a nation-wide, team-based, youth STEAM program modelled after minor sport. CMSA will be a skills development system to deliver hands-on coding, robotics and STEAM programming for K-8 youth modelled after minor sport. Programs are designed for team-based activities in a recreational setting with a strong dose of fun!

As the LAUNCH CMSA Program Coordinator, your responsibilities will include the effective implementation of STEAM programs across a national network of delivery partners. You will coordinate a team of LAUNCH Coaches and volunteers who will deliver unique, experiential programs and experiences for children in various age groups. You will also be an integral part of LAUNCH's community outreach as we continue to build awareness of our programs and ongoing support. You will be part of the LAUNCH team working directly with the co-founders and staff to bring our vision and unique STEAM model to kids across Canada.

Responsibilities

- Assist with the implementation of LAUNCH's vision of the Canada Minor STEAM Association
- Work directly with the program development partners to coordinate programming that aligns with LAUNCH's the minor sport model
- Liaise with partner organizations across Canada to implement CMSA programs in select cities
- Assist with reporting requirements, including tracking program attendance and expenses

- Work with coaches throughout the season to engage, inspire and problem solve
- Coordinate volunteer training and scheduling
- Provide online and Waterloo Region based in-person support during program activities where required
- Organize all required materials for activities in advance of scheduled local programs
- Assist and support the development of policies and procedures related to programming
- Provide support in online communications of programs, including website and social media updates, newsletters and more
- Advocate and support promotional activities for all CMSA programs
- Assist with various CMSA events and activities
- Enforce and follow all safety guidelines associated with the program and all program areas including ensuring all relevant health and safety protocols are followed

Qualifications

- Demonstrated experience in coordinating education, outreach, camp, youth programs, or recreation activities with children and youth
- Exceptional organizational skills and demonstrated ability to coordinate tasks from idea to implementation
- Ability to work as a member of a team and complete tasks with little direct supervision
- Strong communication skills
- Experience in STEAM fields an asset
- Teaching or coaching experience or certification an asset
- Access to transportation within Waterloo Region
- Must provide vulnerable sector records check
- Work may take place outside of normal office hours including evenings and weekends

LAUNCH Waterloo is committed to equity, diversity, representation and inclusion in all our endeavours. We encourage and welcome applications from all qualified individuals. If you require any accommodation to participate in any aspect of the hiring process , please contact us at info@launchwaterloo.ca.