



# Manager of Go! Code

*Reports to: Director of Programming  
Out of Scope  
Temporary Full-Time (Ends May 31, 2024)*

## General Description:

The Manager of Go! Code aims to fulfill the Saskatchewan Science Centre's mission of igniting scientific curiosity and innovation in Saskatchewan communities through dynamic and engaging opportunities. The Manager of Go! Code works collaboratively with other members of the Programming department to create inspiring and engaging activities. The Manager of Go! Code will work directly with Indigenous elders, knowledge keepers, and educators to establish strong connections within all Saskatchewan Science Centre programming.

The Manager of Go! Code is responsible for implementing the Go! Code program including organization of delivery, facilitation and program design. In addition, the Manager of Go! Code works collaboratively with the Director of Programming in the development and integration of the Go! Code and GenAction programs, as well as other related opportunities. This position is responsible for the supervision of both Full-Time and Part-Time employees through direct supervision, mentoring and creating positive environments that inspire innovation, discovery and curiosity. In addition to the above responsibilities, the Manager of Go! Code will be responsible for the hiring, training and mentorship of the Go! Code team.

## Specific Responsibilities

**Go! Code Program Development and Delivery** – The Manager of Go! Code works to fulfill program goals and commitments made by the Saskatchewan Science Centre in their application for CanCode 3.0 funding. This involved developing programming, establishing school contacts, and the management of staff to effectively reach students across the province of Saskatchewan in learning coding and digital skills.

**Supervision & Training** – Supervises both Full-Time and Part-Time staff in the delivery of programs related to Go! Code. The Manager of Go! Code coordinates staff schedules for upcoming Go! Code activations. Supervises the delivery of Go! Code programs ensuring quality program delivery. The Manager of Go! Code conducts ongoing training for Full-Time and Part-Time staff to ensure a high quality of science communication is delivered by all staff. The Manager of Go! Code works with employees to develop Personal Growth Plans. This includes staff recruitment and retention.

**Mentoring** – The Manager of Go! Code is to be a mentor for all staff members by encouraging learning and science discovery. The use of specialized knowledge in a variety of subject matters is considered an asset. The ideal candidate will have experience in teaching content to Indigenous youth and can help

other staff understand strategies and techniques that will improve their ability to teach to a variety of audiences.

The Manager of Go! Code must have a strong independent work ethic and carry a positive attitude in all interactions with staff. Ideal candidates will be able to inspire staff and encourage them to go the extra mile.

***Program Integration*** – The Manager of Go! Code will be able to integrate coding and digital skill development into a variety of other fields such as ecology, agriculture, health studies and environmental sciences. This is so students can see how these skills are used in many different fields. The Manager of Go! Code will work with the programming department to find ways that coding and digital skill development can be used across Saskatchewan Science Centre programming.

In addition to working with the Go! Code program, the Manager of Go! Code will work with the Director of Programming, and Programming Leads to assist in the brainstorming and long-term planning of content including public programming, day camps, workshops.

***Building Relationships with Indigenous Communities*** – The Manager of Go! Code must work diligently to have regular and open communication with Indigenous communities in Saskatchewan. These relationships will be important in the success of the Go! Code program. The ideal candidate will have significant experience working with Indigenous communities and experts in finding ways to incorporate Indigenous Ways of Knowing into the communication of science.

***Communication and Customer Service*** – The Manager of Go! Code will maintain open communication internally with other Saskatchewan Science Centre supervisors and managers. This includes regular project updates, developments, and upcoming programming. In addition, the Manager of Go! Code will keep in regular contact with Teachers, Science Consultants, and other external partners to be able to promote Saskatchewan Science Centre programming. The building of close relationships with these key partners is vital to the success of the Go! Code program as well as other special projects put on by the Saskatchewan Science Centre.

The Manager of Go! Code must be able to work closely with the concerns of customers/teachers and respond in a positive and professional manner. Additionally, the Manager of Go! Code must be ready to effectively deal with urgent or crisis situations experienced on the road or in house.

***Procurement and Outreach Material Maintenance*** – The Manager of Go! Code will work with vendors to ensure that purchases made by the Go! Code program are both cost-effective and high quality. The Manager of Go! Code will be tasked with regular inventory management and ensure that supplies are in proper working order.

***Grant Compliance and Monitoring*** – The Manager of Go! Code will be responsible for clear and organized record keeping related to the Go! Code program. This includes regular reporting and communication with CanCode 3.0 program officers. The Manager of Go! Code will need to keep the Director of Programming, and other key management aware of any changes needing to be made to the programming plan for Go! Code. This includes making recommendations for future grants and assisting with the preparation of new applications.

The Manager of Go! Code will be responsible for ensuring that surveying is being done regularly with classrooms to ensure that the program is operating as expected.

**Program Assistance** – The Manager of Go! Code may be called upon to assist in a variety of tasks related to the operations of the Science Centre, including the delivery of programs and services at the Saskatchewan Science Centre including exhibit interpretation, demonstrations, program planning, strategic planning and other duties as assigned.

## Qualifications:

- Completion of at least a Bachelor's degree with a preference given to those with a background in Science Education.
- At least 5 years of experience teaching to a variety of audiences. It is expected that the ideal candidate will have a portfolio that documents their ability to lesson plan, including adaptations for learners of diverse needs.
- Strong project management experience. Must have the ability to execute programming from start to finish in a leadership role. Ability to delegate tasks and ensure that they have been completed to a high standard is vital to the success of the application.
- Ability to solve problems, think critically, find accurate information, and make decisions based on sound reasoning. The use of innovative and creative solutions to determine best plans of action is key.
- Has ability to maintain the Saskatchewan Science Centre vision by grasping big picture and explaining it to others. The ideal candidate is optimistic and takes initiative to confidently carry out their role.
- Vast experience working directly with Indigenous leaders and researchers to deliver programming that is both educational and considerate of Indigenous Ways of Knowing.
- Robust communication and interpersonal skills. The ideal candidate is diplomatic, tactful, and customer-focused with an ability to interact professionally with staff, visitors, and third parties.
- Proficiency in a variety of programs which include Office365 and ticketing software
- Strong curiosity and interest in science. Must have a strong awareness of Saskatchewan Science Centre programs and activities.
- Must be a team player. The Manager of Go! Code is flexible, adaptable and personable.
- Must be able to work well with others, take direction and be able to fulfill responsibilities under pressure with minimal direct supervision.
- Training in First Aid and CPR.
- Excellent organizational and time management skills.
- The ideal candidate is constantly engaged in professional development and takes many opportunities to keep themselves apprised of popular science and technology innovations. Must be willing to keep in contact with other CASC (Canadian Association of Science Centres) organizations about the planning and execution of their grant programming.

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## Working Conditions

- This is a Full-time position and is Out of Scope.
- The position will require some evening and weekend work. Hours will be spent both at a desk and standing for periods of time.
- Saskatchewan Science Centre takes the health and safety of our staff and visitors seriously. COVID-19 protocols are in place to ensure a safe and healthy work environment.

## How to Apply

To apply please send your cover letter and resume to Jesse Searcy, Director of Programming via email at [jsearcy@sasksciencecentre.com](mailto:jsearcy@sasksciencecentre.com).