

**Job Description**  
**Assistant Operator**  
**BIG Little Science Centre**

**General Accountability**

Reporting to the BIG Little Science Centre Executive Director the Assistant Operator is responsible for assisting the Executive Director with planning, organizing, administering, and directing the activities of the Centre within the framework of policies and strategic plans established by the Board.

*Volunteer Management*

Volunteers have played and will continue to play a major role in the day to day operations and long range activities of the Centre under the direction and leadership of the Executive Director. The Assistant Operator will assist the ED with the following activities:

- The recruitment, training, organizing, motivation, recognition and monitoring of volunteers.

*Day to Day Operations*

The Assistant Operator will assist with Science Centre Operations and be accountable for all Science Centre operations in the absence of the Executive Director:

- Programming and exhibits (planning, organizing, purchasing, developing and maintaining)
- Space/facility management
- Booking visits and planning activities
- Recruiting, training and supervising student helpers and part-time staff
- Performing demonstration sessions, set-up and clean-up on an as required basis
- Monitoring and interacting with visitors during hands-on sessions
- Photographing visiting classes; printing and distributing copies of photographs; incorporating best photos into newsletter
- Repairing demonstration and show items
- Developing, designing and constructing demonstrations and displays.

**Skills And Experience**

The Assistant Operator will:

- Be a proactive self-starter, able to work independently
- Have strong interpersonal and communication (written & oral) skills
- Have a keen interest and demonstrated effectiveness in working with children in an educational environment
- Have a keen interest in science and education
- Have a level of administrative and organizational skills appropriate to the position
- Training in science especially the physical sciences

The following skills and experience would be beneficial:

- Shop skills (metal, wood, mechanical, plastics, etc.)
- Previous experience working in an non-profit environment
- Prior experience working with volunteers
- Photography skills
- Entrepreneurial experience
- Teaching experience
- Strong leadership skills for personal and team direction

**Mandatory Qualifications**

- Post secondary education or training in a related field
- A criminal record check will be required

**Compensation**

This is a permanent part-time (3 days/week), renewable contract position. A compensation and benefits package commensurate with experience will be negotiated with the successful candidate.