



## **Assistant Clubhouse and Outreach Coordinator**

The *Gold Crown Foundation* seeks an individual to co-facilitate an innovative after school program, ***The Clubhouse: Where Technology Meets Imagination***. The Clubhouse, established with the support of The Clubhouse Network, a collaboration with the MIT Media Lab, is also the only Best Buy Teen Tech Center (BBTTC) in the state of Colorado. The Clubhouse offers young people (ages 10 to 18) from under resourced neighborhoods the opportunity to work on projects they find meaningful to their lives, using computers and technology. In the Clubhouse, youth can design their own music, art, videos, robots, science simulations, computer games, animation and more! The program provides support and access to resources for youth to pursue their interests and build upon their talents.

We are seeking candidates that have the curiosity and willingness to learn new skills and challenge themselves and others. The Clubhouse is an open learning model where youth work on individual projects based on their interests. During after school hours, you'll find yourself assisting youth with graphic design, audio production, 3D printing, robotics, sewing projects, drawing and painting, all in the same afternoon; so, flexibility, patience and creative problem solving are essential.

In addition to working directly with youth, this person will also serve as the lead for school and community outreach. This aspect of the job will require exceptional communication skills, as well as confidence and propriety when communicating with school administrators. This person should be organized and goal oriented, setting targets and backwards planning to meet them. This person will support the team in building out Daytime Catalyst programming with local schools during the school day throughout the school year.

[Visit our website:](#)

### **Daily Responsibilities:**

- Maintain a welcoming, creative, non-judgmental safe space for youth ages 10-18.
- During after school hours, help Clubhouse Members develop creative projects (e.g., help them come up with ideas, gather materials, get started, call upon mentors to work with them, etc.)
- Create an outreach calendar for the year indicating events taking place at local schools to which Gold Crown staff can attend, participate and/or table. Examples include Back to School Nights, Science Fairs, Continuations, etc.
- Attend after school events at local middle and high schools to increase awareness of the work Gold Crown does in the community.
- Communicate via email and in person with school staff and administrators to coordinate Catalyst programming at the Clubhouse.
- Provide administrative support to the Clubhouse program, including keeping records of participants, occasionally participating in Network phone calls and running reports on youth participation and demographics.

- Help maintain the Clubhouse space, keeping it cleaned and organized.
- Opportunities to participate in the Clubhouse Network, attend Network conferences, share ideas, and support collaborative projects with staff to further the mission of Gold Crown Enrichment.

**Required skills and experience:**

- A willingness to work within a team and support the ideas and contributions of others.
- A genuine desire to work with underserved youth
- A passion for learning new technology and design skills, particularly learning alongside youth while making creative projects
- Cultural sensitivity; understanding and embracing youth from all backgrounds
- Outstanding written and oral communication
- Understanding of Google Suite and Microsoft Office is a must
- Must be able to pass a background check
- Must have a Colorado State Driver's License

**Preferred skills and experience (No one's perfect, but ideal candidates will have a solid representation of the following:)**

- Being a collaborator, communicator and idea sharer
- Knowledge of Jefferson County Public Schools is a plus!
- Being a maker, tinkerer, hacker
- Experience mentoring youth
- Familiarity with Adobe Suite and Microsoft Suite
- Conversational proficiency in Spanish is desired

Regular hours during the school year will generally be Monday through Friday, 11 AM to 7 PM. Summers and Spring Breaks will generally be 9:00 – 5:00. Flexibility to work some mornings and weekends will be required.

This is a full-time, salaried position; compensation is dependent upon experience. Gold Crown holds an unlimited PTO policy and offers a generous benefits package.

Interested candidates should email [enrichment@goldcrownfoundation.com](mailto:enrichment@goldcrownfoundation.com). Please attach a resume and a cover letter ***no more than one page in length*** responding to the following prompts:

- Why do you believe it is important to work with under-resourced youth, and what inspires you to believe positive outcomes are possible?
- What skills or experience do you possess that will help you be successful at coordinating events and programs with school administrators and staff?