



Immediate Opening: Neighborhood Youth Program Coordinator

Tynkertopia, Inc. is an award-winning nonprofit community learning center in Flagstaff, AZ focusing on creativity, inquiry, and STEAM knowledge and skills.

The person in this position will work in our synergistic, face-paced work environment - in partnership with the Tynkertopia CEO, Director, and Program Coordinator - to help children, youth, and families cultivate skills, strategies, and confidence as independent, lifelong learners, and expand their creativity, inquiry skills, and STEAM skills.

STEM: Science, Technology, Engineering, and Mathematics + A for the Arts = STEAM

Position Title	Tynkertopia Neighborhood Youth Program Coordinator
Supervisor	Dr. Alice Christie, Tynkertopia CEO
Location	3330 E Elder Drive, Flagstaff, AZ 86004
Date Posted	May 12, 2023
Closing Date	Open Until Filled
Salary	\$18 - \$21 per hour
Status	Part Time Position (20 – 30 hours per week) with the possibility of transitioning to a full-time position

Candidates should submit the following to founder@tynkertopia.org:

- Letter of Interest
- Vita or Résumé
- Names and Contact Information of Three References

Position Responsibilities

- Create a learning environment that inspires students to develop confidence as independent, lifelong learners and expand their creativity, inquiry skills, and STEAM skills;
- Develop curricula for classes and workshops that build community and relationships for neighborhood children, youth, and families through one-on-one interactions;
- Engage a growing number of neighborhood children and families in relevant and rigorous STEAM activities and lessons;
- Administer and teach our Early Literacy Program;
- Support individual students through one-on-one mentoring and teaching;
- Maintain facility for safety and constructive learning;
- Show professionalism when interacting with all members of the Tynkertopia community;
- Attend one-on-one mentoring appointments, scheduled and ad hoc staff meetings; and
- Additional tasks as assigned.

Key Skills and Attitudes:

- passion about the Tynkertopia mission;
- ability to be proactive and take initiative;
- organizational skills and the ability to multitask;
- commitment to learning, growing, and developing as a person and an educator;
- demonstrated interest in building rapport and developing relationships with children, youth, and families in the neighborhood;
- ability to collaborate with staff, volunteers, junior interns, parents, community members, and staff of other nonprofit organizations;
- ability to prioritize daily, weekly, and monthly workload;
- flexibility and adaptability;
- reliability and trustworthiness; and
- strong oral and written communication skills.

Requirements

- University or college degree in an area that aligns with the duties listed above;
- Fingerprint clearance card;
- 2-5 years of relevant experience in an educational setting;
- Expertise with all Google applications;
- Ability to do moderate to heavy lifting; and
- Documented positive experiences while working with children, youth, and families.