



STATION ASSOCIATE

Spark Central is a 501(c)3 nonprofit that ignites the creativity, innovation, and imagination necessary for people to forge the path to their best future. We break down barriers to creativity like cost, confidence, and access by offering transformative programs, access to innovative technology, and a welcoming creative community for people of all economic backgrounds. Everyone deserves the opportunity to forge the future they imagine. As a 501(c)3 charitable organization, we rely on the generosity of people like you to keep our membership and programs available at no cost so income is never a barrier to opportunity..

Spark Central is looking for a Station Associate to work during Spokane Public Schools' Summer break to support our staff in operating our Creative Station and drop-in programming. This position is managed by our Program Director and works with key volunteers to ensure that our Creative Station provides much-needed technology, resource and enrichment programming access to West Central families.

COMMITMENT

Please note that we're flexible and willing to work around an existing commitment.

Summer: Late June, July, and August; 30-40 hours a week as available

DESCRIPTION

The Station Associate is someone who has a passion for youth service, community building and creativity. They are eager to share their love of art, writing, coding, robotics or other creative field(s) with Spark Central patrons and are comfortable working with a variety of age groups. Experience with youth in a school or after school setting is strongly preferred.

The Station Associate also assists our staff with maintaining the safety, organization and accessibility of Spark Central. Although direct service to youth and families is the position's primary responsibility, they may assist with a number of ongoing tasks during the term of their service, including cleaning, library maintenance, outreach and communication with Spark Central members, and troubleshooting of technology issues. Experience in all of these fields is not required, and applicants may expect for these secondary duties to be tailored to their areas of strength.

RESPONSIBILITIES

1. Act as Spark Central's representative as you welcome families, youth, and adult visitors to our public station open hours.

2. Learn Spark Central's mission, program offerings and current operating procedures in order to explain them to visitors and answer questions about our organization.
3. Learn the names of regulars and ask how they are doing when they come in. Engage any unattended youth (ages 10 and up) in creative activities we provide, maintaining social distancing.
4. Extend support to visitors of all races, ethnicities, sexual orientations/identities, differing ability levels, and backgrounds using an anti-racist and trauma-informed approach.
5. Offer free membership to each new visitor and assist with the sign-up process.
6. Learn our Koha software and use it to check-out, check-in, and assist staff with management of our book, technology, and creative kit collection.
7. Collaborate with staff to trouble-shoot station technology issues and to maintain an adequate inventory of creative supplies for public use.
8. Work with lead volunteers for Spark Central's family-focused and youth-focused drop-in programs to support their administration and provide a high-quality, enriching experience for patrons attending these programs.
9. Work with the Program Director to plan and run a drop-in club for upper elementary and middle-school aged youth focused on an area of creative activity such as visual arts, tinkering or writing.
10. Get to know our station volunteers and make them feel welcome, engaging them to support you in your other tasks as needed.
11. Be accountable and dependable, communicating regularly with staff about progress and concerns.

DESIRED QUALITIES

The ideal Creative Station Associate is someone who relates well to youth as well as adults and is inspired by helping them find their best ways to learn. We seek someone who takes great joy in teaching others, loses track of time in this pursuit, has a nuanced, intelligent sense of humor, and works well in a fast-paced environment without losing their cool.

Other qualities include:

- Outgoing individual who has experience working with people of diverse cultures and a variety of ages
- Passion for creative expression and/or STEAM education, DEIJ, and service to low-income communities
- Passion for and experience working with elementary and/or middle-school-aged youth, especially youth who have experienced trauma
- Responsible self-starter; task and detail-oriented
- Comfort with both Mac and PC interfaces
- Strong verbal and written communication skills
- Above-average—bordering on exceptional—organizational skills
- Has patience, stamina, and flexibility to work in a busy, active environment with interruptions
- Reliable—good at watching the time

PERKS

As an Associate at Spark Central, you'll connect with a wide variety of talented people in our community, learn new skills, and shape our patrons' user experience. This position is also a fabulous way to get experience in the youth work, ELO and non-profit fields. We also offer Associates:

- Free access to a printer/copier to print or copy up to \$40 for personal use during your service
- A letter of recommendation upon successful completion of your service

HOW TO APPLY

Please email a résumé and letter of interest to info@spark-central.org. In your letter, tell us why you are interested in the Programs Associate position and what you believe you will bring to Spark Central.