



Position Title – **Director of Operations**

Responsibilities: **Director of Operations** is a passionate tinkerer and builder deeply versed in the “Maker Movement”, comfortable with designing makerspaces, creating and implementing a wide variety of logistics and operations to tackle issues often without a clear roadmap.

The **Director of Operations** wears multiple hats, and must be willing to roll up their sleeves and work hard to ensure that our organization closes an opportunity and achievement gap, both in public education and in the broader community. This person must also understand the importance and connections between teaching practices using a maker mindset and building capacity of our partners to do this work on their own.

Employee will have multiple responsibilities but primary are:

1. direct operation and logistics of our STE(A)M Truck program while putting in the correct elements in place to scale, and
2. plan and build out the first Community Guild (place based community and workforce development).

Employee will report directly to the Executive Director. As an **Director of Operations**, Employee is required to perform the following duties and undertake the following responsibilities in a professional manner:

- (a) Support STE(A)M Truck and Community Guilds strategy, operations and logistics, including constituent management, team project management, internal communications, budget management, and strategic planning
- (b) Project management of all Track project milestones and deliverables and deliver progress reports, proposals, requirements documentation, and presentations.
- (c) Create operational procedures and policies that support the strategy and initiatives of STE(A)M Truck and Community Guilds.
- (d) Successfully launch the build out of Community Guilds
- (e) Successfully launch any needed consultancy offerings, such as Makerspace Buildouts
- (f) Your direct reports will be the mechanic, and the on site interns at Hot Glass. Others may be added as we see fit.
- (g) Maintain an accurate inventory for all equipment, tools, and supplies.
- (h) Ensure all our Build offerings are “Turn Key Ready” for programming
- (i) Work with CAD, 3D printing, laser cutting, CNC and other rapid prototyping and with kid-friendly tech, ie MaKey MaKey, LEGO Mindstorms, Cool Circuits etc.
- (j) Coach client teachers, volunteers, contractors and internal staff so



outcome measures are achieved.

- (k) Maintain all equipment to ensure that it is in proper working order and safe to use.
- (l) Provide safety training for all employees.
- (m) Drive our vehicles
- (n) Teach youth and create Builds as needed.
- (o) Execute other duties as assigned by the Executive Director and/or Program Director.
- (p) Ability and willingness to participate in events outside the workday schedule and must be available to work evenings and weekends as needed.

Position Type: Full Time

Compensation: Competitive

Community Guilds is an equal opportunity employer. EOE/M/F/D/V

If interested, please send a resume or CV to jason@steamtruck.org and include a cover letter explaining how you fulfill the above needs and could immediately make an impact.