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Columbia Valley Maker Space Society (CVMSS) Job Description

Position Title: Director(s) of Programs

Length of Term: Two years (no term limit)

Reports To: Entire Board of Directors

Reporting to the Board, the Director of Programs will be responsible for the creation and delivery of programs, events and other CVMSS activities. The Director of Programs will be the key external face of the CVMSS in the community.

Responsibilities

Community Engagement:

- Cultivate relationships with like-minded local groups with the goal of ensuring collaboration on space and resources, and access to services/activities.
- Develop and implement strategies that will maximize the synergies among program areas.

Program Development:

- Identify and develop programs, activities and events that serve the needs of the community.
- Work with other board and members-at-large to test the viability of events/programs.
- Lead activities that fall into your field of expertise.
- Recruit and oversee orientation of new volunteers.
- Identify potential volunteers to recruit for existing/future activities.

Qualifications

- Demonstrable skills in leading workshops and activities
- A passion for your area of interest and the ability to pass that passion onto others.
- Experience having worked with a high-performance, collaborative, constructive peer group
- Personal qualities of integrity, credibility, and a commitment to and passion for the CVMSS's mission

Time Demands (approximate):

- Attend and actively participate in at least 75% of board meetings and AGM (2 yearly board/AGM meetings, approximately 2 hours in length)
- Attend and actively participate in various events and activities, based on your availability. (expected to be a minimum of 8 hours, 1 weekend per month)
- Attend special events such as fundraisers and ground breaking ceremonies (2 fundraisers per year recommended)
- Meet with potential donors/funders to make a case for funding the organization, answer questions, etc. (approx. 4 hours annually)

Financial and Resource Development Expectations:

- Sell tickets to fundraising events
- Recruit sponsors, as needed
- Identify and cultivate potential donors