

Denver Pop Culture Con

Kids' Lab – All Ages Programming Coordinator



Position Title: All Ages Programming Coordinator

Position Type: Unpaid volunteer

Department/Team: Kids' Lab

Reports to: Kid's Lab Manager

Pre-Convention Time Commitment: 6-9 months (approximately January-July), average 5+ hours/week during active period

Convention Time Commitment: Entirety of Denver Pop Culture Con, including load-in/load-out days; 12-14 hours/day

Essential Duties and Responsibilities: Responsible for the planning, implementation, oversight and on-site support for ALL AGES programming in the Kids' Lab, including the Crafts & Experiments Zone and All Ages Stage; attends key meetings; works in collaborative environment and communicates well to other departments as needed leading up to and throughout the Denver Pop Culture Con weekend.

- Support Kids' Lab Manager and Leadership Team with various needs as they arise, including (but not limited to): plan programming, communicate with Lab captains and volunteers, maintain budgets and supply lists for activity areas, coordinate with community partners, etc.
- Train and oversees Kids' Lab Volunteers at Denver Pop Culture Con
- Consult/meet regularly with Lab Leadership Team in-person and over email throughout the year
- Attend regular, periodic key meetings with team in person, as well as other con departments and outside vendors and groups, as needed
- Approves all budget requests through Kids' Lab Manager and PCC Education Director; maintain budgets and track expenses for the Lab
- Work closely and communicates regularly and effectively with other Lab leadership team members to schedule and support ALL AGES programming (ages 0-12 years old) leading up to and throughout DPCC weekend
- Support and implement Lab evaluation tools to support program refinement efforts
- Know about Pop Culture Classroom's programs and other areas of the Lab to pass on the knowledge to our volunteers, partners and attendees
- Check PCC email at least once daily and use for all communications related to Lab
- Treat volunteers and captains in a respectful & professional manner
- Lead general volunteers and captains by example of diligent work, friendly manner and positive affect
- Interact with attendees and volunteers in a fun, yet professional manner
- Able to interact positively with an audience or large group to help with crowd control and facilitate interaction
- Maintain compliance with all convention policies and procedures
- Additional assigned duties as needed

Skills and Experience Requirements:

- One year or convention cycle with DPCC at *minimum*, two or more years preferred
- Strong leadership skills and experience with educational and ALL AGES-friendly programming in particular
- Experience working with kids and families
- Comfortable with public speaking and interacting with many different people, including partners, volunteers, educators, kids and families
- Excellent verbal and written communication skills, including ability to effectively and promptly communicate with department heads and General Volunteers, as well as with partners, partner representatives, and staff by phone or e-mail using supplied Pop Culture Classroom e-mail
- Excellent computer proficiency (MS Office - Word, Excel, PowerPoint, and Outlook)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer experience and leadership
- Customer service skills; conflict resolution skills; strong organizational skills
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices

Physical Requirements:

- Ability to be on your feet for long periods, bend down to talk with children, and walk up and down stairs
- Ability to safely and successfully perform the essential job functions consistent with the ADA and other federal, state, and local standards
- Access to computer and internet throughout the year
- Must be able to talk, listen and speak clearly on radio
- Must be able to navigate through crowds and the Colorado Convention Center
- Regularly lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds

Submissions Instructions: email resume and cover letter

Deadline Date: 3/1/2019

Submissions Contact: Dr. Katie Monnin (k.monnin@popcultureclassroom.org); Adam Kullberg (a.kullberg@popcultureclassroom.org); Matt Slayter (m.slayter@popcultureclassroom.org)

Start Date: 3/15/2019

