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## ***The Maker Studio Instructor Job Description***

- Purpose:** This Maker Studio instructor position is responsible for creating a positive learning environment to encourage the creative development of students. This individual will be facilitating a 3D fabrication oriented space that will house multiple digital modeling software, 3D printers, Lego robotics and other related technology.
- Responsible To:** Boys & Girls Club Unit & Programs Director
- Payment Rate:** Based on experience and negotiable
- Qualifications:**
- Communication Skills: Ability to dynamically offer instruction in design or related technology subject matter, short correspondence, and Columbus design culture; ability to use computer software and hardware; ability to speak effectively when addressing individuals and working with classroom; ability to communicate effectively when dealing with staff and students
- Education and Experience: University Bachelor degree or higher or 5 years related experience or training with CAD, Industrial design, Architecture, Engineer, Machinist, Graphic Design, Art, or equivalent combination of education and experience; must pass a criminal background check. CPR/First Aid/Universal precautions certified. Child & Youth Care Work Certified. Must have or willing to obtain.
- Technical Skills: Mastery or high level of understanding around computer equipment and online 3D modeling programs; should feel comfortable viewing emails, calendar schedules, and basic tutorials on subject matter.

**Essential Duties:**

1. Lead classroom activities; delegate and oversee classroom assistant and volunteer(s) during classroom time or field trips.
2. Maintain classroom machines, materials and organization.
3. Understand design and fabrication processes.
4. Ensure classroom work is organized and digitized.

**Competencies:**

**Attendance/Punctuality:** Demonstrates reliability by regularly arriving to assignment on time and by taking breaks in expected time frames.

**Customer Service:** Strives to maintain positive internal and external customer service relationships; Represents FFY professionally.

**Diversity:** Treats others with respect and consideration regardless of their cultural background, status, lifestyle, or position; Exhibits objectivity and openness to others views.

**Initiative:** Prioritizes and plans assigned activities; Uses time efficiently; Asks for and offers help when needed; Informs supervisor of problems or concerns.

**Organizational Support /Ethics:** Demonstrates support for Foundation for Youth's Mission and Vision; Follows Boy's and Girl's Club policies and procedures.

**Safety and Security:** Demonstrates support for Foundation for Youth's safety manual procedures; Uses equipment and materials properly.

**Teamwork:** Demonstrates team behavior and willingness to promote a team oriented environment; Exhibits cooperative attitude while working on all job tasks and willingly assists others; Performs other duties as assigned.

**Please send cover letter and resume to:**

Tim Green  
Assistant Boys & Girls Club Director  
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