

YUKON UNIVERSITY

POSITION DESCRIPTION

PART I - IDENTIFYING DATA

Position Number:

Headquarters: Ayamdigut Campus, Whitehorse

Position Title: STEAM Manager

Incumbent:

Supervisor's Name: Patrick Rouble

Supervisor's Title: Department Head, Continuing Education

Division: Continuing Studies

Date Description Completed: May 2025

PART II - SUMMARY (broad statement of why position exists)

This position is responsible for the oversight of the design, development, organization, promotion, implementation, management and evaluation of Yukon University's Youth Moving Mountains STEAM (Science, Technology, Engineering, Art and Math) and Trades programs. These programs may include summer camps, after school clubs, teacher development, community outreach, and other related projects. Responsibilities include continually working to improve the STEAM and Trades programs through input from internal/external partners, grounded in program and other relevant data; identifying program-related needs, interests and resources across Yukon; identifying/developing funding opportunities; and recruiting and supervising coordinators, facilitators, instructors and other pertinent personnel.

In consultation with the Department Head of Continuing Education, they are accountable for strategic scheduling of program offerings, ensuring quality, optimizing access, achieving program outcomes/goals, managing budgets, and adherence to approved University and School policies, procedures and guidelines.

A. Duties and Responsibilities

Major Function - the most important activity or responsibility required (describe what is done, why it is done, and how it is done):

- a. Designs, develops, promotes, implements, evaluates and continuously improves a specified set of programs for Yukon Youth (75%):**
 - Formulates and submits program proposals to the Department Head, Continuing Education.
 - Research new trends and initiatives regarding Youth/First Nation Youth programming within and outside Yukon.
 - Works with YukonU staff, departments, and researchers at Ayamdigut and Community Campuses to coordinate programs, systems, and administrative processes.
 - Designs, develops, reviews and revises programs in consultation with a wide variety of interested parties. These include, but are not limited to Yukon University staff (including

Science and Trades & Technology instructors, affiliated Researchers, Community Campus Coordinators, Instructors and Community Committee members), Funding and Programming partners, Yukon Department of Education staff (including teachers, administrators and departmental staff), Yukon First Nation governments (including Youth Services, Health & Community Services, Employment Training, etc.), Yukon School Boards and other youth-serving organizations.

- Prepares and submits program descriptions for the program database and catalogue.
- Travel to Yukon Communities for program review and developmental consultations.
- Recruits, screens, interviews and recommends for appointment, Coordinators, facilitators and other program personnel.
- Supervises and directs the work of program Coordinators and Facilitators.
 - Orients, trains, evaluates and provides guidance to Coordinators, Facilitators, and other employees. Orients them to the policies, procedures and functions of their specific program area.
- Develops program descriptions and, in cooperation with Coordinators, promotional materials and advertising plans.
- Analyzes enrollment reports, participant feedback and evaluations. Recommends the continuation, expansion, deletion or revision of program offerings based on evaluation data, financial analysis, trends research, etc.
- Reviews programming and works with Coordinators to ensure needs fulfillment and educational quality.
- Assists Coordinators with program design including learning outcomes, program curricula, delivery methods, teaching strategies, and evaluation.
- Responds and supports Coordinators in responding to participant, parent/guardian and community complaints and situations about programs, content, and facilitators. This may include responding to issues identified under the *Child and Family Services Act*.
- Refers exceptional situations, problems or ideas to the Department Head, Continuing Education.

b. Manages program budget and reports according to established policy and procedures (15%):

- Prepares and submits revenue and expenditure projections to the Department Head for approval.
- In collaboration with the Coordinators and Department Head, prepares and submits activity reports to funders.
- Identifies sources of funding. Develops and submits funding proposals and applications.
- Monitors operating budgets with the goal of maximizing value for costs
- Prepares and presents biannual reports.
- In consultation with the Department Head, Continuing Education, establishes program budgets and enrolment procedures based on costing guidelines.

c. Provides information to the general public regarding program offerings (10%):

- In collaboration with coordinators and the marketing team, develops and implements marketing and communications strategies for the program area, including preparation of materials for the University website.
- In collaboration with coordinators, advocates for the program within the university
- Manages internal and external communication and requests for programming

QUALIFICATIONS

Minimum Knowledge, Skills, and Abilities Required

Knowledge

Master's Degree preferred, Degree (in a Education, Recreation, Science etc)

Demonstrated knowledge of current concepts, practices and techniques related to:

- Educational recreation programs for youth
- Cross-cultural programming, including the integration of community culture into programming
- Leading programs and liaising with University personnel in areas such as Student Services, etc.
- Employee selection, supervision and evaluation
- Identifying and communicating appropriate values, beliefs, standards and norms through program activities
- Supporting and contributing to a work environment that encourages, facilitates, rewards and celebrates innovation and entrepreneurship
- Developing administrative procedures and systems appropriate to University and Community Campus environments, including equipment and materials' logistics
- Stakeholder consultation and participatory decision-making and problem-solving
- Managing ongoing change, continuous improvement, and quality assurance
- Risk assessment, mitigation, and management
- Managing program plans, budgets and finances
- Low-budget marketing strategies
- The Heritage, Culture and History of the Canadian North and Yukon First Nations,

Abilities

Demonstrated abilities to:

- Strategically plan, develop procedures and systems, organize resources, successfully manage performance, and meet targets and deadlines
- Prepare proposals, implement projects and produce reports
- Estimate projects and develop budgets.
- Consult with stakeholders, make decisions and reactively and proactively solve problems
- Successfully build and lead a team that is dynamic, entrepreneurial, diverse and successful
- Adapt to local/regional cultures and customs, integrate them into work processes, and establish and maintain positive relations with diverse communities, cultures and stakeholders
- Support and contribute to an organizational culture that values and nurtures creativity, innovation, and exploration, quality assurance, continuous improvement, and risk management, and learner-centered education and customer satisfaction
- Assess current and emerging opportunities and take timely action to explore or pursue them
- Achieve success in all aspects of marketing and business development
- Work with Coordinators and other stakeholders to develop new curricula and programs
- Deal effectively with high levels of ambiguity, bureaucracy, and stress.

- Manage multiple tasks, determine priorities, delegate effectively, and meet deadlines.
- Effectively use Microsoft Office and other technologies as a management tool

Skills

- Strong administrative, planning, and organizational skills
- Strong interpersonal, negotiation and conflict resolution skills
- Strong skills in all aspects of communication, including intercultural communication and complete fluency in English