

Safe for Life.

YouthLink Calgary Police Interpretive Centre
5111 47 St NE, Calgary, AB T3J 3R2 | (403) 428-4530



Join the YouthLink Team!

Posting Title:	Curriculum Developer Assistant
Unit/Section:	YouthLink Calgary Police Interpretive Centre
Location:	CPS WestWinds Campus, 5111 – 47 th St NE
Position(s):	Fully In-Office, 1-year contract with possibility of extension
Hours of Work:	35 hour/week
Salary:	\$50-59,000, depending on experience

Organization Information

YouthLink Calgary is a cutting-edge police museum where crime prevention and community policing are at the heart of everything we do.

YouthLink Calgary Police Interpretive Centre is a non-profit organization and a registered police museum where crime prevention, community policing, education, and history are at the heart of everything we do. YouthLink operates in partnership with the Calgary Police Service to deliver relevant and meaningful content to Calgary youth and adults. Our museum and programs engage visitors and focus on crime prevention, forensic science, and the Calgary Police Service’s history and current role in our community”.

Responsibilities

YouthLink currently offers field trips, police school, virtual programs, and revenue generating evidence and investigation programs which are geared towards a grade six audience. These programs focus on forensic science and crime prevention, which includes workshops on cyber safety, healthy relationships, drugs, and gangs. The Curriculum Developer Assistant should become familiar with these programs and be able to build from them in response to the new Alberta curriculum, and crime prevention trends. Reporting to the Program Manager, the Curriculum Developer Assistant will be responsible for supporting the research, creation, and implementation of new education programs for school-aged children.

Specifically, the Curriculum Developer will:

- Observe and become familiar with current school, outreach and public programs offered at YouthLink.

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- Review data previously collected on school programs delivered at YouthLink, such to identify any gaps and make suggestions for future program evaluations.
- Familiarize and incorporate the Alberta curriculum into the development of new school programs and resources. Moreover, this will involve researching current crime prevention and pedagogical teaching trends.
- Ensure that the content of the program developed provides an effective learning experience and meets the planned learning objectives.
- Assist in the preparation and presentation of instructional materials such as visuals, PowerPoint presentations, hand-outs, and other learning resources to enhance program delivery.
- Support in surveying and evaluating the effectiveness of current and new educational programs at YouthLink.
- Maintain the consistency and quality of educational materials produced and support in the implementation and training of new youth programs.
- Analyze program evaluations to determine trends and support with follow-up training, re-designing of program materials, and/or information where required.
- Support the design and planning of Special Events for Calgary youth, this includes but is not limited to a Cyber Safety Summit at YouthLink.
- Be able to take an idea from conception to completion by executing various objectives over a given time period.
- Support Program Manager with liaising with CPS members.

Qualifications

- A University level bachelor's degree in education, museum studies/interpretation, museum education, social work, or similar
- A minimum of 3 years of classroom experience or full-time experience creating and/or delivering educational programming to youth in a non-traditional setting
- Experience designing lesson plans, activities, and teaching guides for school-aged youth
- Strong proficiency in Microsoft Suite
- Experience in Video Editing would be considered an asset
- Passionate about youth education and learning
- Ability to train others in new curriculum delivery
- Experience with delivering or creating crime prevention programs for youths or with content involving mental health, health and life skills curriculum will be considered an asset
- Ability to liaise with subject matter experts to ensure curriculum reflects current social, crime and pedagogical trends

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- Excellent research and time management skills
- Interpersonal skills: effective communication (verbal and written); non-judgmental listening skills; ability to deal with people from diverse backgrounds and identities, must be able to work as part of a team; must show initiative

Additional Information

- Preference will be given to candidates with experience with curriculum development for students 8 - 16 years of age.
- A CPS enhanced security clearance will be conducted for this position.

Application Process

**Please submit your cover letter and resume directly to Laura Haugseth, Program
Manager: lhaugseth@calgarypolice.ca**

Please note that resumes without a cover letter will not be considered.

Position Closing date: Dec 4, 2023

Thank you to all who apply, but only those selected for an interview will be contacted.

***YouthLink Calgary encourages applicants from diverse communities and across the Government of
Canada's job equity groups.***