

# GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS**  
OF MUNCIE

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<b>TITLE:</b>	STEM Coordinator
<b>PROFILE SOURCE:</b>	Summer Camp   Contract Position June 7 <sup>th</sup> – July 30 <sup>th</sup>
<b>DEPARTMENT:</b>	Programs Staff
<b>REPORTS TO:</b>	Director of Programs
<b>FLSA STATUS:</b>	Full Time, 35- 40 hours
<b>STARTING WAGE:</b>	\$11 - \$12 Hourly

## **PRIMARY FUNCTION:**

Candidate must have high energy and enthusiasm and love science, technology, and teaching kids. Aiding in the development delivery of all summer STEM programming. The position will consist of the planning, developing, and implementing of creative projects for all young people involved in Summer camp. Must monitor and evaluate situations quickly using good judgment to assess situations and make decisions. Create and maintain a safe environment for members and adults within the program space. Communicate with parents as necessary regarding behavior issues and Club events.

## **KEY ROLES (Essential Job Responsibilities):**

### **Program Development and Implementation**

1. Create an environment that facilitates interest in Science and Technology:
  - Develop and implement STEM-related educational content; As well facilitate BGCA DIY STEM
  - Track, plan, promote, and encourage program participation;
  - Responsible for lesson planning and creating own programs and activities;
  - Ensure that programs, services and activities prepare youth for success, promote safety of members, and uphold quality in programs at all times; and
  - Develop partnerships with other organizations that offer STEM related activities.

### **Communication**

2. Provide guidance and role modeling to members.
3. Train volunteers.
4. Work closely with children, Education Coordinator, Ball State University professors, Program Director.

### **Supervision**

5. Supervise children within the program.

## **ADDITIONAL RESPONSIBILITIES:**

1. May participate in special programs and/or events.
2. May be required to drive Club van.

## **RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/ instructions; instruct; and advise/counsel.

**External:** Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree or in pursuit of one
- Experience in working with children
- Background/interest in Science and Technology
- Evidence of skills in programming, organization, curriculum development, communication, advising, and program development
- Ability to motivate youth and manage behavior problems
- Ability to deal with the general public
- Ability to plan and implement quality programs for youth
- Ability to organize and supervise members in a safe environment
- Mandatory CPR and First Aid Certifications

**PREFERRED QUALIFICATIONS:**

- General knowledge of and experience working with at-risk populations
- Demonstrated experience in organization planning, program development, project management and supervision based on the developmental needs of young people

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

Please evaluate and describe any physical skills, abilities or working conditions required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

**The following statements regularly apply to the position:**

- Employee is occasionally required to return to work in emergency situations on an on-call basis
- Employee is required to possess a valid driver's license and is occasionally required to transport members in a company vehicle
- Occasionally required to travel to other Boys & Girls Club units & sites within the community using personal motor vehicle
- To accomplish the position functions, individual is required to work:
  - Irregular hours - Occasionally
  - Afternoons/Evenings - Regularly
  - Weekends - Occasionally

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: \_\_\_\_\_  
Incumbent Date

Approved by: \_\_\_\_\_  
Supervisor Date

Reviewed by: \_\_\_\_\_  
Chief Executive Officer                      Date