

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF MUNCIE

TITLE: STEM Coordinator
PROFILE SOURCE: After school Program
DEPARTMENT: Programs Staff
REPORTS TO: Director of Programs
FLSA STATUS: Part-time 30-35 hours
STARTING WAGE: \$13.50 hourly

PRIMARY FUNCTION:

Candidate must have high energy and enthusiasm and love science, technology, and teaching kids. Responsible for completing assessments and creating measurable goals for the members to achieve during afterschool program. Must have a background in science and technology or pursuing education in this area.

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 always uphold quality in programs; and
 - Develop partnerships with other organizations that offer STEM related activities.
 - Assist in classrooms as needed.

Communication

2. Provide guidance and role modeling to members.
3. Work closely with children, Site Director, Ball State University professors, Program Director.

Supervision

4. Supervise children within the program.

ADDITIONAL RESPONSIBILITIES:

1. May participate in special programs and/or events.
2. Will be scheduled on an as needed basis to pick-up after school members.
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