

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF MUNCIE

TITLE: Science 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.

OUR MISSION: To inspire and enable all young people, especially those who need us most, to reach their full potential, as productive, caring and responsible citizens.

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.

