

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF CLEVELAND COUNTY

POSITION DESCRIPTION

TITLE: S.T.E.M Coordinator

PERFORMANCE PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Programs

REPORTS TO: Unit Director / Program Director

BASIC REQUIREMENTS Associates or bachelor's degree in a STEM discipline or related field; or exhibit at least two years of continuous experience working and/or volunteering in a STEM-related field. Directly responsible for assisting in the daily operation of the Club, focusing primarily on coordinating/implementing program curriculum; general supervision of members; administrative duties; promote/market the program; and facility management.

SUMMARY The STEM Coordinator is an integral part of the program team at the Club. This position is a perfect fit for someone looking to take a first step in their career to work with youth in a science, technology, engineering, and mathematics education setting. Our technology programs have seen tremendous growth over the past five years, and it is expected that growth and improvements will continue. Our goal is to be the premier agency for youth who have an interest in technology programs. With their No. 1 priority being their work with the kids during program hours, the person who fills this position will also be responsible for the items listed below.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Design and implement a comprehensive STEM program that aligns with the expectations set forth by the charter of the organization.
- Facilitate activities that encourage community and shared purpose.
- Collaborate with program, unit directors, and staff on program and curriculum ideas.
- Responsible for submitting requests for the purchase of supplies and equipment to unit director as needed.
 - Develop partnerships for internships, tutoring opportunities and professional development.
 - Serve in both advocate and coordinating capacities between the Club's STEM program and potential community partners (museums, libraries, corporate, schools, etc.) to develop field trips, volunteer engagement opportunities, curriculum partnerships, etc.
- Maintain and submit all record keeping including, but not limited to, member enrollment, attendance reports and activity calendars.
- Assist program and unit directors with evaluation of program curriculum and implementation.

ADDITIONAL RESPONSIBILITIES

- Knowledge and use of BGCA.net
- Assist in the planning of Club special events
- Complete Program Assessment
- Assist in planning of Day Camp
- First-aid/CPR certified
- Background check clearance to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

PREREQUISITES

- Experience developing lesson plans, activities and/or curriculum
- Familiarity with current STEM research and professional associations
- Two or more years of experience in a leadership position working with youth

LEADERSHIP QUALITIES

- Must possess maturity, self-control and sound judgment
- Must have a sincere interest in helping youth
- Must possess the energy, initiative and ability to achieve results within timeframes
- Must possess a capacity for loyalty and support of the organization's mission, goals and policies

SPECIFIC SKILLS AND APTITUDES

- Exceptional organizational and planning skills
- Well-developed written and verbal communication skills to support interaction with diverse academic and non-academic audiences
- Ability and skills necessary to conceptualize and translate ideas into results
- Commitment to STEM vision and mission, and ability to communicate that commitment to staff, members, and their families
- Must possess the ability to function objectively and fairly

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Job tasks will generally occur indoors in an environmentally controlled environment but will periodically require program delivery in outdoor/off-campus activities in a variety of settings and weather conditions. Must be able to sit, stand, walk, run, jump and/or otherwise interact with youth for extended periods of time while delivering program content. Must be able to handle/carry necessary program supplies (with assistance) up to 30 lbs. Must be able to climb stairs and/or otherwise negotiate obstacles typically encountered during on-campus activities or off-campus outings. Must be able to safely enter, exit and operate Club vehicles.

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.