



BOYS & GIRLS CLUB
OF THE WEST VALLEY

STEM Coordinator

PERFORMANCE PROFILE SOURCE: Program Management

DEPARTMENT: Program

REPORTS TO: Director of Programs

FLSA STATUS: Part-Time Non-Exempt

SALARY: \$18-25/hour [25-30 hours]

HOURS: Monday- Friday noon - 6 p.m. and weekends as needed

PRIMARY FUNCTION:

Collaborates with the Director of Programs to coordinate, develop, and implement all STEM related programs and activities. Responsible for assessing, evaluating and reporting all STEM programs and activities at assigned locations. Provides supervision and control over youth, staff, and volunteers. Provides vision for the STEM program and spaces for all age groups (K-12) and is responsible for maintaining supplies and equipment inventory as it grows and expands. Seeks out additional opportunities for members through community partners and relationships.

KEY ROLES (Essential Job Responsibilities):

Leadership

1. Collaborates with the Director of Programs, Site Coordinators/Directors, and staff on developing and creating a vision for STEM programs for the organization.
2. Explores partnerships and grows support for the program throughout the West Valley.
3. Recruits and trains YPD staff, volunteers, and interns in STEM programs.
4. Provides recognition to members for their effort, participation, and engagement.

Program Development and Implementation

1. Design and implement a comprehensive STEM program with goals and objectives each year for K-12 age groups.
2. Plan and execute STEM activities for K-12 during fall/spring semesters and Day Camps.
3. Makes recommendations concerning the development of STEM programs in collaboration with the Director of Programs and YDPs.
4. Maintains and submits all record keeping including, but not limited to, program reports, member enrollment, attendance reports, and activity calendars.
5. Ensures that all STEM supplies are stocked and in good condition, submits orders for purchase of supplies as needed, and maintains an organized and tidy work area.
6. Promotes, recruits, and implement all STEM programs at assigned sites in collaboration with YDPs.
7. Collaborates with potential community partners (technology companies, libraries, coding and robotics groups, corporate supporters, schools, etc.) to develop field trips, volunteer engagement opportunities, curriculum partnerships, etc.
8. Evaluate program curriculum and implementation.
9. Participate in BGCA national program and training opportunities (Netsmartz, Digital Arts Festival, My.Future, robotics, coding, media programming, etc.) as necessary/desired.



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10. When necessary, collaborates with the Future Ready program leads to promote opportunities for teens interested in STEM related fields, such as field trips, mentorships, internships, career exploration etc.

ADDITIONAL RESPONSIBILITIES:

1. Participation in special programs and/or events as assigned.
2. Knowledge and use of BGCA.net/Clubprograms.org/virtualclub.org

RELATIONSHIPS:

Internal: Maintains close daily contact with the Director of Programs and Director of Operations to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel. Together you should leverage and grow STEM programs throughout the West Valley.

External: Maintains contact with principals, Program Board committee members, and others to assist in resolving problems or communicating about successes.

SKILLS/KNOWLEDGE REQUIRED:

- College Student pursuing a degree in a STEM discipline.
- Experience working with youth ages 6-17.
- Knowledge of youth development.
- Ability to supervise and control large groups of children at a given time with respect.
- Ability to motivate youth and deal effectively with behavior problems.
- Ability to deal with the general public.
- Strong communication skills both with staff and members and management.
- Ability to implement quality physical education programs for youth.
- Ability to organize and supervise members in a safe environment.
- Valid State Driver's License and car insurance at 100/300 to be an approved company driver.
- Positive attitude and disposition.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Ability to stand or sit for long periods. Ability to bend and squat to engage younger members eye-to-eye. Must be available for work Monday-Friday noon-6 p.m.; and weekends as needed.

Signed by: _____
Staff Date

Approved by: _____
Director of Programs Date

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.*



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For Office Use

Hire Date: _____ *Hire Rate:* _____ *30-day evaluation:* _____

Approved by: _____

CEO

Date