



Job Title: STEM Coordinator
Job Type: Non-Exempt; Full- Time
Job Rate: \$17.00
Job Location: Main St. Clubhouse
21502 S. Main St. Carson, CA 90745
Reports to: Site Coordinator

Boys & Girls Clubs of Carson's Mission:

The Boys & Girls Clubs of Carson offers our young people a safe environment where they can have fun and be themselves around dedicated adult mentors who respect and listen to them.

Outcome-based programs empower youth to become lifelong learners.

PRIMARY FUNCTION:

The goal of the STEM Program is to improve student learning in STEM (Science, Technology, Engineering & Math) and to inspire students to consider careers in related fields. Reporting to the Site Coordinator and the Director of Program Services, the STEM Coordinator is responsible for designing, planning and implementing the STEM program within all BGCC sites. Additionally, the STEM Coordinator acts as a STEM YDP at their assigned location.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

- Promote and stimulate STEM participation and implement STEM related programs.
- Provide guidance and role modeling to members.

Program Development and Implementation

- Oversee planning and evaluation of STEM programs and priorities.
- Coordinate design of curriculum and assessments with staff.
- Lead implementation of a comprehensive STEM program.
- Assist staff in evaluating and improving methods and enhancing instructional materials.
- Support student growth in STEM related activities including programming skills, understanding of various operating systems, and collaborating in team-based STEM Competitions.
- Promote, implement, and administer STEM programs, services and activities for members.
- Ensure the development of appropriate STEM related lesson plan and activities.
- Foster the educational experience via hands-on, developmentally appropriate, and highly interactive methods.

- Establish a system for evaluating the program and content to measure understanding and effectiveness.
- Report all damaged equipment to the Director.
- Prepare and implement weekly and monthly STEM program schedules.
- Ability to acquire a working knowledge of STEM based projects, problem-solving skills, and computer programming skills.
- Preferred: computer science/math/science/engineering background and/or experience with either astronomy, cyber security, or robotics.
- Experience working with youth.

Supervision

- Maintain members order and discipline by managing members' behavior; reinforces rules of the club and all the recreational areas.
- Ensure a productive work environment by participating in regular unit and organization staff meetings.
- Identify, plan, implement and support training and development opportunities for STEM programming, volunteers and staff.

Finance

- Work within set budget guidelines.

ADDITIONAL RESPONSIBILITIES:

- May participate in special programs and/or events.
- May be required to help in other program areas.
- May be required to drive club vehicles and obtain Class B license.
- May be required to work on weekends.
- Assume other duties as assigned.

RELATIONSHIPS:

Internal: Maintains 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. Maintain close, daily contact with STEM staff to discuss program objectives and initiatives. Partner with Resource Development Staff to develop and maintain public relations to increase the visibility of programs, services and activities within the community.

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

REQUIRED SKILLS:

- High School diploma or GED required.
- Minimum of two years of college experience in STEM or related field preferred
- Experience with STEM education programming for youth in community-based and after-school settings.
- Knowledge of youth developmental needs and stages.
- Ability to plan and implement quality STEM programs for youth.
- Ability to organize and supervise members in a safe environment.
- Extensive knowledge including, but not limited to, Microsoft Windows 10 Operating Systems, Microsoft Office suite (Word, Excel, PowerPoint, etc.)
- Computer troubleshooting skills.
- Mandatory CPR/First Aid Certifications and TB clearance.
- Valid State Driver’s License.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Ability to lift up to 50 pounds and be able to work up to eight hours a day in an active youth focused environment that may require some physical exertion.

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.

I have read and agree to carry out the above stated job duties and responsibilities to the best of my ability.

Employee Signature

Date

VP of Operations

Date