bernadette's house
empowering female leaders of tomorrow

PROGRAM COORDINATOR
STEAM PROGRAM

Role	Program Coordinator	**Team**	STEAM Program
Reports to	Program Director – STEAM Program	**Supervises**	Youth Counselors and volunteers

JOB SUMMARY

The **Program Coordinator** for the **STEAM & Financial Literacy Program** plays a key operational role in ensuring that each session is prepared, organized, and participant-centered. This person works behind the scenes and onsite to support hands-on workshops that teach girls ages 8–17 about STEAM, entrepreneurship, innovation, and financial empowerment.

This role is ideal for someone who is detail-oriented, thrives in a collaborative team, and is passionate about helping girls engage in future-focused learning experiences.

Term: *No term limits apply unless the Program Coordinator is also serving as a board member, in which case the standard 2-year term (renewable once, with a 1-year break) applies*

Time Commitment: *8–10 hours per week (during program cycles)*

JOB RESPONSIBILITIES

- Coordinate the weekly logistics for STEAM and financial literacy workshops
- Assist the Program Director in preparing materials, schedules, and setup each week
- Communicate with facilitators, volunteers, and parents about logistics and changes
- Track attendance and maintain up-to-date registration records
- Support Youth Counselors during sessions and provide coverage as needed
- Ensure supplies and equipment are available and prepared for all activities

Sample Tasks

1. Print and distribute weekly worksheets and sign-in sheets before sessions begin
2. Email reminders to volunteers and facilitators about upcoming session details
3. Confirm with the Program Director that materials are ordered for next week's coding lab
4. Greet participants and parents at check-in and support group transitions
5. Troubleshoot technical or setup issues during a financial literacy game
6. Submit attendance and session notes to the Program Director each Friday

QUALIFICATIONS

Qualifications

Required:

- Experience working with youth in an educational, mentoring, or extracurricular setting
- Strong organizational skills and attention to detail
- Clear and professional communication with families and team members
- Ability to manage multiple priorities and maintain order in fast-paced environments

Preferred:

- Interest in STEAM education, financial literacy, or youth leadership programs
- Familiarity with Google Workspace or similar tools (Docs, Sheets, Calendars)
- Comfortable using basic tech tools, printers, or A/V equipment during workshops

Personal Traits:

- Dependable, proactive, and solution-oriented
- Enjoys working with middle and high school girls in creative learning spaces
- Collaborative, respectful, and mission-driven