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**BOYS & GIRLS CLUB
OF SPARTA**

STEM Specialist **Job Description**

Position Title: STEM Specialist

Salary: Based on experience and education

Reports to: Director of Club Services

Status: Permanent Part-Time with paid holidays & other benefits. Flexible work schedule between 24-28 hours a week with some shifts starting by 12:30 PM and most shifts ending between 5:30 and 6:30 PM.

Position Summary: Effectively plan, implement, and deliver developmentally appropriate programs, activities, and special events that engage members in activities to close the opportunity gap in science, technology, engineering, and mathematics. The STEM Specialist will instill a cross-disciplinary approach with innovative and creative programs and activities that channel young people's natural curiosity, provide learning environments and unique opportunities to advance STEM knowledge, and increase interest in STEM-related careers.

Primary Duties for the STEM Specialist:

- Planning, organizing, and implementing a range of program services and activities related to STEM
- Provide guidance and role modeling to youth
- Create and maintain a healthy and safe environment
- Ability to work both independently and as part of a team
- Effectively supervise and manage groups of youth (15 or fewer youth/staff)
- Incorporate learning objectives, teaching procedures, and work standards for assigned programs
- Ensure quality improvement by monitoring and evaluating program achievement against target goals
- Recommend and implement modifications that respond to member needs and interests
- Maintain cleanliness and upkeep of program area(s), including materials & equipment
- Submit weekly plans outlining daily activities
- Reading and answering emails promptly, as necessary; carrying out directives by a supervisor

Additional responsibilities:

- May participate in special programs and/or events
- Attend required staff meetings
- Other activities as deemed necessary

Relationships:

Internal: Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions, and instruct and advise/counsel.

External: Maintain contact with external community groups, schools, and members' parents as needed.

Skills/Knowledge Preferred:

- Knowledgeable of computers and office applications
- Proven history working with youth in a small group teaching capacity and managing behaviors

- Ability to organize and coordinate various demanding tasks and responsibilities and to troubleshoot with limited supervision
- Ability to work in a fast-paced environment where children are present
- Strong interpersonal skills, ability to articulate instructions clearly
- Strong communication skills, both verbal and written
- Ability to grasp and follow the mission, policies & procedures of the Boys & Girls Club of Sparta
- Self-starter with excellent organizational skills with the ability to manage multiple assignments, prioritize, manage time effectively and efficiently, and complete tasks within deadlines
- Experience with planning and supervising activities based on the developmental needs of young people

Physical requirements/work environment:

High energy level, comfortable performing multi-faceted projects; good interpersonal abilities; ability to interact effectively with co-workers of all levels and with representatives of other organizations and institutions. Ability to get along with diverse personalities; tact, maturity, and flexibility; physical requirements include sight, hearing, sitting, standing, stooping, running, and lifting a minimum of 30 pounds. Must be able to function under fast-paced and noisy conditions. Noise levels in the work environment will fluctuate from moderate to high.

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are performed throughout the Clubhouse at the BGC of Sparta.

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. Sparta's BGC is an equal-opportunity employer.