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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 a flexible work schedule of 18-25 hours per week, with some shifts starting by 12:30 PM and most shifts ending between 5:30 and 6:00 PM.

Position Summary

Effectively develop, plan, implement, and evaluate developmentally appropriate STEM curriculum, programs, activities, and special initiatives for youth in grades 2 through 9.

The STEM Specialist will serve as the Club's primary resource for STEM programming and curriculum, developing a cohesive and progressive curriculum that engages young people's natural curiosity and builds knowledge and skills in science, technology, engineering, and mathematics. Through hands-on, inquiry-based, and interdisciplinary learning experiences, the Specialist will encourage creativity, critical thinking, problem-solving, and collaboration while helping youth recognize the relevance of STEM in their everyday lives and explore STEM-related careers.

The Specialist will help integrate STEM learning throughout the broader Club experience, working collaboratively with Club staff to identify opportunities to incorporate STEM concepts, skills, and problem-solving into daily interactions, recreation, education, arts, leadership, and other Club programming.

Primary Duties

Develop and maintain a comprehensive, developmentally appropriate STEM curriculum for youth in grades 2 through 9, including a progression of learning objectives, lesson plans, projects, experiments, challenges, and other resources that build STEM knowledge and skills across developmental stages.

Plan and implement engaging, hands-on, inquiry-based, and youth-centered STEM activities for individual, small-group, and large-group settings.

Incorporate science, technology, engineering, and mathematics concepts through interdisciplinary learning experiences that encourage youth to make connections across subject areas.

Create learning experiences that encourage curiosity, creativity, critical thinking, problem-solving, collaboration, experimentation, and innovation.

Connect STEM concepts to real-world applications, everyday experiences, and challenges that are meaningful to youth.

Provide opportunities for youth to explore STEM-related careers, career pathways, and the skills needed for success in STEM fields.

Provide guidance, encouragement, and positive role modeling to youth while demonstrating curiosity, perseverance, problem-solving, collaboration, and a willingness to learn from mistakes.

Create and maintain a healthy, safe, supportive, and inclusive environment where youth are comfortable asking questions, experimenting, taking appropriate risks, making mistakes, and developing new skills.

Adapt curriculum, activities, and teaching strategies to respond to the developmental needs, interests, abilities, and experiences of Club members.

Serve as a resource to Club staff in integrating STEM into the broader Club experience, helping staff identify natural opportunities to reinforce STEM concepts and skills through daily interactions, recreation, education, arts, leadership, and other Club programming.

Provide guidance, resources, and coaching to Program Leaders and other staff to help them incorporate STEM concepts and problem-solving opportunities into their daily interactions and programming.

Collaborate with Club staff to promote consistent approaches to incorporating STEM learning and problem-solving opportunities throughout the Club experience.

Effectively supervise and manage groups of youth, generally 15 or fewer youth per staff member.

Monitor participation, engagement, and progress toward program learning objectives.

Develop and utilize age-appropriate methods to evaluate youth learning, engagement, and program effectiveness.

Recommend and implement curriculum and programming modifications based on evaluation results, youth feedback, observed needs, and staff input.

Maintain organized curriculum materials, supplies, equipment, and program resources.

Prepare and submit weekly program plans outlining activities, learning objectives, and anticipated outcomes.

Maintain cleanliness and upkeep of program area(s), including materials and equipment.

Read and respond to emails promptly, as needed; carry out supervisor directives.

Additional Responsibilities

May participate in special programs, family activities, community events, STEM competitions, showcases, and Club-wide initiatives.

May assist with collecting program outcomes, success stories, and other information used for grants, reports, newsletters, and other Club communications.

May assist in identifying community resources, partnerships, STEM professionals, career opportunities, and professional development opportunities related to STEM education and youth development.

Attend required staff meetings and professional development opportunities.

Maintain current knowledge of STEM education practices, emerging technologies, and developmentally appropriate STEM learning opportunities for school-age children and teens.

Other activities as deemed necessary.

Relationships

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

External: Maintain contact as needed with external community groups, schools, STEM professionals and organizations, community partners, and members' parents/guardians.

Skills/Knowledge Preferred

Demonstrated knowledge of or experience with science, technology, engineering, mathematics, or related STEM disciplines, with the ability to make connections across disciplines.

Knowledge of child and adolescent development, positive youth development, and STEM education practices appropriate for youth in grades 2 through 9.

Experience developing and/or implementing STEM curriculum, lesson plans, projects, or youth programming.

Ability to create engaging, developmentally appropriate learning experiences that translate STEM concepts into practical, hands-on experiences youth can understand and apply in their everyday lives.

Strong knowledge of or experience with science, technology, engineering, mathematics, or related STEM disciplines, with the ability to make connections across disciplines.

Ability to foster curiosity, creativity, critical thinking, problem-solving, collaboration, experimentation, and innovation among youth.

Proven experience working with youth in small-group teaching settings, including the ability to effectively manage behaviors and engage youth with diverse backgrounds, personalities, abilities, and needs.

Ability to connect STEM learning to real-world applications and help youth explore STEM-related careers and pathways.

Ability to support and guide other staff in incorporating STEM concepts, problem-solving, and hands-on learning strategies into their work with youth.

Strong interpersonal, verbal, and written communication skills, with the ability to clearly explain instructions, concepts, and expectations.

Ability to work independently and as part of a team, organize and prioritize multiple responsibilities, manage time effectively, troubleshoot with limited supervision, and complete assignments within established deadlines.

Ability to evaluate program effectiveness and use youth feedback, observations, and other information to make appropriate program improvements.

Knowledge of computers and Microsoft Office applications.

Ability to understand and follow the mission, policies, and procedures of the Boys & Girls Club of Sparta.

Required Certifications/Training

CPR and First Aid Certifications, Child Abuse Prevention & Recognition Training, Grooming Prevention Training, and Mandatory Reporting Training (paid by employer).

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 level in the work environment will fluctuate from moderate to high.

The work environment characteristics described here are representative of an employee's 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 Boys & Girls Club of Sparta.

Important to Us

The Boys & Girls Club of Sparta is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

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, and objectives required of employees assigned to this job.