



BOYS & GIRLS CLUB
OF BURBANK AND GREATER
EAST VALLEY

Title: STEM Coordinator

Education Level: College Degree preferred in a STEM discipline or equivalent experience

Position: Part-Time Non-Exempt/ 27-29 hours per week

Travel Required: Yes

Reports to: Enrichment Curriculum Manager

Work Schedule: Monday- Friday, some weekends required.

Salary Range: \$23-\$25 per hour

JOB SUMMARY: Collaborate with the Enrichment Curriculum Manager to develop and implement all STEM-related programs and activities. Provide comprehensive training for staff at all sites on STEM, ensuring that programs are facilitated effectively with the primary goal of fostering children's learning and growth within the program. Responsible for assessing, evaluating, and reporting on all STEM programs and activities at assigned locations. Provide supervision and oversight for youth, staff, and volunteers. Offer a vision for the STEM program area across all age groups and ensure the maintenance of supplies and equipment as it grows and expands. Seek out additional opportunities for members through community partners and relationships. Attend training sessions to expand STEM knowledge and present new ideas to staff and members. Host an annual STEM festival where members can display their talents and creations to their families and community. Collaborate with other Boys & Girls Clubs in the area. Create and implement a weekly schedule for members

KEY ROLES (Essential Job Responsibilities)

- Collaborate with Enrichment Curriculum Manager, Managers, and staff on program and curriculum ideas.
- Expand and cultivate the program's reach across all sites by providing comprehensive training for staff, ensuring that programs are facilitated effectively with the primary goal of fostering children's learning and growth within the program
- Collaborate closely with volunteers who have a passion for STEM, assisting them in contributing to the STEM program.
- Represent the Boys & Girls Club of Burbank and Greater East Valley and interpret its objectives, standards and programs.
- Establish a systematic approach to track supplies distributed to all 18 locations, manage deadlines, and oversee the various programs across different sites, ensuring meticulous organization and comprehensive record-keeping
- Maintain open communication with site directors to ensure the smooth operation of their programs and offer support as needed.
- Foster an environment conducive to achieving youth development objectives.
- Provide guidance and serve as a role model for members.
- Cultivate and uphold a culture of respect within the Club.
- Utilize social media, flyers, calendars, etc., to promote programs and encourage consistent participation among teen members.
- Attend all mandatory staff meetings and training sessions.
- Maintain a consistently positive and professional demeanor while on duty.
- May be required to operate the Club Youth Bus for the afterschool transportation program, contingent upon driving record and age eligibility.
- Work towards obtaining a Commercial License/Passenger Endorsement & Youth Bus Certificate.

Program Development and Implementation

- Design and implement a comprehensive STEM program with goals and objective for youth K-12.
- Plan and execute STEM activities for K-12 during fall/spring semesters and Day Camps.
- Maintain and submit all record keeping including, but not limited to, program reports, member enrollment,



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attendance reports and activity calendars.

- Ensures that all STEM supplies are stocked, in good condition, submits orders for purchase of supplies, and maintains an organized and tidy work area.
- Promote, recruit and implement all STEM programs at assigned sites.
- Collaborate with potential community partners (museums, libraries, corporate, schools, etc.) to develop field trips, volunteer engagement opportunities, curriculum partnerships, etc.
- Evaluate program curriculum and implementation
- Participate in BGCA national program and training opportunities (Netsmartz, Digital Arts Festival, My Future, robotics, coding, media programming, etc.) as necessary/desired.
- Work with Teen Services Coordinator when necessary to provide opportunities for teens interested in STEM related fields, such as field trips, mentorships, internships etc.
- Participate in outcome measurement processes and other evaluation programs, including BGCA's annual Impact Assessment and National Youth Outcomes Initiative.

ADDITIONAL RESPONSIBILITIES:

- Participation in special programs and/or events as assigned.
- Participation in or leading of special programs and/or events.
- Supervise members in other areas of the Club.
- Will be required to work some weekends.
- May be required to perform other duties as assigned by the Enrichment Curriculum Manager and/or BGC Management.

SKILLS/KNOWLEDGE REQUIRED:

- College Degree preferred in a STEM discipline or equivalent experience
- Experience working with youth ages 6-17
- Experience in a leadership position
- Prior STEAM and/or Robotics experience preferred
- Knowledge of youth development
- Ability to supervise and control large groups of children at a given time with respect
- Ability to organize and supervise members in a safe environment.
- Ability to motivate youth and deal effectively with behavior problems
- Ability to deal with the public.
- Strong communication skills with both staff, members and management.
- Valid State Driver's License.
- Positive attitude and disposition.
- Ability to plan and implement quality programs for youth
- Valid State Driver's License
- Knowledge and/or experience with computers and technology

RELATIONSHIPS:

Internal: Maintains close, daily contact with Club staff (professional and volunteer), Club members, Enrichment Curriculum manager, and Unit Directors to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

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



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Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to walk, sit and stand; talk or hear; use hands to finger; handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and may be infrequently required to run. The employee must remain physically fit enough to keep children safe in an emergency.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Hand-eye coordination is necessary to perform certain duties. The noise level in the work environment can range from quiet to moderate in office settings to moderate and usually loud in recreation and play settings when children are present.

All employees working directly with children at all Boys and Girls Club of Burbank and Greater East Valley locations are required to work outdoors in various types of weather conditions.

The information presented indicates the general nature and level of work expected of employees in the classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities and objectives required of employees assigned to this job.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Employee Signature

Date

Chief Executive Officer Signature

Date