



### **Ellettsville Club Program Coordinator - STEM**

**WORKING HOURS/RATE:** 12 p.m.- 6:00 p.m. (Summer) or 2-6 p.m. (School Year), M-F, up to 30hrs/wk

**BASIC JOB FUNCTION:** The STEM (Science, Technology, Engineering & Math) Coordinator will be the lead staff with oversight of our tech programs for kindergarten through sixth grade. The coordinator will focus on providing fun, educational, and safe programming for club youth focusing on the STEM programming. The coordinator will also have the opportunity to run special programming focused on different career fields within STEM. This position will directly serve as a positive role model, mentor, and leader to diverse staff and youth.

This site is funded by 21st Century Community Learning Center and Indiana Kids grants and has specific and rigorous management and tracking requirements, including, but not limited to: daily attendance tracking, activity tracking by member, additional expense reconciliations, field trip pre-approvals, annual reporting, etc.

**EDUCATION/EXPERIENCE REQUIREMENTS:** 2 or more year's youth work/volunteer experience required. Individual must be able to work with large groups of youth, and have education and or youth program knowledge.

**SKILLS/KNOWLEDGE REQUIREMENTS:**

1. Demonstrates a high degree of initiative, self-direction, and creativity.
2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationship with staff, volunteers and public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

**ESSENTIAL JOB FUNCTIONS:**

1. Develop and implement daily STEM programs that encourage members to take part in their community and to inspire them to be caring, productive and responsible citizens.
2. Manage support staff and volunteers assigned to program area.
3. Create and maintain various targeted programs for members to remain involved in.
4. Encourage a positive environment for members to learn, interact, and grow.
5. Conduct small and large group active enrichment activities.
6. Assist with clean up and organization of all program areas.
7. Build positive relationships with youth, volunteers, parents, schools, and community.
8. Assist with tracking daily attendance and other applicable program administrative duties.
9. Assist with preparing information for reporting purposes when necessary.
10. Attend mandatory staff meetings and training sessions.
11. Report to Unit Director.
12. Assume other duties as assigned.

**If you are interested in applying to this position, please send a resume and cover letter to [tcassani@bgcbloomington.org](mailto:tcassani@bgcbloomington.org). If you have questions, please call (812)300-0100.**