

## Twin Pike Family YMCA Job Description

**Job Title:** STEM (Science, Technology, Engineering, and Math) Coordinator

**FLSA Status:** Non-Exempt

**Reports to:** Site Coordinator

**Revision Date:** 7/20

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### **Position Summary:**

Provides direction for the child care program participants, and implements STEM program curriculum in the 21st CCLC Afterschool program. Provides a quality experience to children and parents that focuses on the YMCA core values: honesty, respect, responsibility, and caring.

### **Essential Functions:**

1. Develops, implements, and promotes a STEM curriculum for the Twin Pike Family YMCA 21st Century Community Learning Center Afterschool programs.
2. Prepares and implements STEM lesson plans for the Afterschool programs during the school year and during the summer months for students in grades K-6.
3. Supervises the children, classroom, and all activities.
4. Makes ongoing, systematic observations and evaluations of each child.
5. Maintains required program records.
6. Attends and participates in family nights, program activities, staff meetings, staff training and YMCA events, as designated.

### **YMCA Competencies (Leader):**

**Mission Advancement:** Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

**Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Is able to work with non-certified staff and school administration. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Is student-centered and focuses on student needs and the student's experience. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another and is able to solve problems as they arise. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members. Is proactive, a self-starter and has good organizational and communication skills, and ability to maintain accurate records.

**Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**Qualifications:**

1. Bachelor of Arts/Sciences degree or equivalent, with emphasis in science, technology, and math.
2. Demonstrated ability to lead, facilitate, and participate in engaging activities with students and Teachers.
3. Teaching Certificate required.
4. Meets educational and experience qualifications and passes all required background checks established by YMCA, state child care licensure certification and the 21st CCLC grant guidelines.
5. At least 18 years of age.
6. Meets state licensure and 21st CCLC grant requirements regarding CPR, First Aid, AED certifications.
7. Completes YMCA Child Abuse prevention training within 30 days of hire date.
8. Previous experience working with children in a developmental setting preferred.
9. Ability to plan, organize, and implement age-appropriate/developmentally-appropriate program activities within the STEM curriculum
10. Previous experience with diverse populations.

**Physical Demands:**

1. Must be able to pass pre-employment drug test.
2. Ability to plan, lead and participate in STEM activities.
3. Must be able to stand or sit for extended periods of time, bend, reach and lift.
4. Must be able to lift 30 lbs.

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