



**BOYS & GIRLS CLUB**  
of Oklahoma County, Inc.

## POSITION DESCRIPTION

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**TITLE:** STEAM Coordinator

**REPORTS TO:** Area Director

**WORK SCHEDULE:** Full-time, non-exempt; generally scheduled between 10:00a-6:30p Monday-Friday, occasional evening/weekend duties related to special events

Exempt  Non-Exempt

### PRIMARY FUNCTION:

The STEAM Coordinator is **responsible for planning and developing the STEAM curriculum** for science, technology, engineering, arts & math across all BGCOKC locations. This will include coding, design, app development, problem-solving, engineering and maker projects; building positive relationships with students; coordinating STEAM curriculum at all club sites, building resiliency strategies to counter negative stereotypes and foster confidence in STEAM fields.

### KEY ROLES (Essential Job Responsibilities):

#### *Prepare youth for Success*

- Establish program strategy and objectives consistent with organizational goals and mission.
- Help ensure a healthy & safe environment regarding equipment & supplies.
- Track program participation and outcomes to be shared as requested by Administration and/or funders.
- Develop strong, positive relationships with students to promote personal and academic growth.

#### *Program Development and Implementation*

- Plan and implement an experiential STEAM curriculum to implement at all BGCOKC locations.
- Assess and document student skill level and progress.
- Submit all required paperwork in a timely manner.
- Develop strong, positive relationships with students to promote personal and academic growth.
- Ensure learning outcomes for the class are met.
- Train YDP's at each location to complete various STEAM activities.

- Document and review student learning progress to share with parents.
- Communicate regularly with community partners to ensure a seamless integration of all STEAM curriculum.
- Plan and chaperone special field trips
- Develop STEAM-related science themes/camps/fieldtrips.
- Fulfill all other duties deemed vital to the function of the organization.
- Effectively implement and administer STEAM programs, services and activities for members and guests.
- Prepare program schedules and activity reports.

*Program Impact/Reporting:*

- Plan, develop, implement & evaluate site programs, services & activities to ensure they meet stated objectives, member needs & interests. Compile regular reports reflecting all activities, attendance & participation.
- Conduct surveys with teachers, staff, parents & members at the end of each semester in order to evaluate impact of programs.

*Supervision*

- Ensure a productive work environment by participating in weekly Leadership meetings.
- Recruit, and manage STEAM volunteers, with the support of the Volunteer Director to ensure productive and effective performance.
- Be able to guide on-site YDP's in STEAM Curriculum.

*Communication*

- Develop & maintain positive professional relationships and partnerships with community leaders and organizations, as well as parents, teachers & other school personnel.
- Work well as part of a team as demonstrated by respectful interactions, assuming fair share of work, communicating directly (avoiding gossip), and approaching constructive criticism with a learning attitude

**ADDITIONAL RESPONSIBILITIES:**

- Heavy administrative duties will be required of this position: Parent/Guardian contact, enrollment forms being the biggest.
- E-mail attendance numbers to supervisor weekly.
- Maintain inventory of all supplies & equipment according to grant guidelines.

**GENERAL BOYS & GIRLS CLUBS OF OK COUNTY EXPECTATIONS:**

- Safe Spaces—Every staff member shares the responsibility for ensuring BGCOKC is, and remains, an environment free of sexual, physical and or emotional abuse.

- Modeling Healthy Behavior—teaching youth/teens the importance of living an active, healthy lifestyle is a BGCOKC priority. As a result, all staff is expected to model healthy behavior while working with our members including modeling healthy relationships with co-workers through teamwork.
- Inclusive Environment—BGCOKC values creating youth-friendly environments where youth/teens of all abilities can be successful and participate. BGCOKC expects employees to embrace its focus on including all members, regardless of disability or developmental challenge.
- Continuous Learning—Building the capacity of staff is central to BGCOKC. The organization encourages and requires that all staff participate in annual professional development opportunities that continue to cultivate their skills in the youth development field.

#### **SKILLS/KNOWLEDGE REQUIRED:**

- Bachelors' Degree in science, mathematics, engineering, art or a technology field required.
- Strong communication skills, both verbal and written
- Group leadership skills, including an understanding of group dynamics.
- Demonstrated organization, staff and project management abilities.
- Ability to plan and implement quality programs for youth of all ages.
- Ability to motivate youth and manage behavior problems.
- Ability to supervise and motivate staff and volunteers.
- Valid Oklahoma Driver's License

#### **SKILLS/KNOWLEDGE PREFERRED:**

- Prior Boys & Girls Club experience
- Prior experience running a successful STEAM program with youth.
- Program & Budget Management
- CPR and First Aid Certifications
- Multilingual

#### **PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT:**

- The job requires working, standing, bending, turning, reaching, talking, listening; works in a clean, well lighted, heated and ventilated building. On occasion, must work outside.
- Demonstrated ability to maintain a high energy level, be comfortable performing multi-faceted projects in conjunction with day-to-day activities, and effectively communicate with a variety of audiences in various settings.

#### **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.

*I have read, understand and voluntarily commit myself to the general guidelines contained in this document. I also understand that this is only a basic description of my job and that it does not, nor is it intended to, outline all the specifics of the responsibilities which I will be expected to exercise.*

**Signed by:**

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**Employee**

**Date**

**Approved by:**

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**Supervisor**

**Date**

**Reviewed by:**

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**President/Chief Executive Officer**

**Date**