



**Position:** Morning “STEM” Program Specialist (Part-Time)

**Supervisors:** Community School Director, Lead Program Specialist

**Department:** Core Staff

**Salary/Rate:** \$19.11 per hour

**Location:** George Washington Elementary School

**General Function:** Morning “STEM” Program Specialists lead fun, before-school activities that are designed to expose students in grades K-5 to science, technology, engineering, and math.

**Expectations:**

**Youth Development**

- Be a responsible and positive adult role model
- Engage Club members with a high level of enthusiasm and energy
- Help students stay on-task and focused on the lesson
- Promote and motivate participation in activities
- Inspire students to make good choices about their educational, personal, physical, social, and emotional needs
- Provide recognition to students through positive validations and affirmation on a regular basis

**Safety & Supervision**

- Set clear boundaries for Club members by enforcing Club rules and policies
- Continually monitor and supervise the safety and behavior of all students
- Maintain a clean, organized, and safe work environment

**Professionalism**

- Adhere to the program schedule and lesson plans
- Accurately track program attendance and outcomes
- Submit lesson plans and complete assigned tasks on time, with minimal supervision
- Attend and make a positive contribution to team meetings and staff trainings
- Report concerns relating to students, families, staff, or facilities to the Lead Program Specialist or Community School Director

**Qualifications:**

- Four-year college degree preferred
- Experience in youth development, education, or recreation (coaching) preferred
- Familiarity with the diverse population that the Boys & Girls Club of Lancaster serves



**Skills:**

- Ability to communicate effectively with families, staff, volunteers, and Club supporters
- Ability to adjust to a fast pace of work, think on your feet, and use common sense
- Ability to manage a group of kids with distractions/interruptions
- Ability to relate to and motivate youth of various ages
- Ability to resolve conflict and manage behavior
- Ability to work independently and in a team-oriented environment

**Physical Requirements/Work Environment:**

- Ability to watch and listen to youth activities
- Ability to move easily across a variety of indoor and outdoor surfaces □ Ability to bend and lift up to 25 pounds

**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, qualifications and objectives required of employees assigned to this job. Other duties assigned as needed.

This position is contingent on approval of ongoing funding and grants to be renewed at the end of the funding cycle.