



NOTICE OF JOB VACANCY

Posting Number: 35-17

Date Posted: 22 August 2017

Job Title: Program Assistant - STEM

Locations: **Optimist Club**
1517 Plaza Drive, Mobile AL 36605
Serving: R. V. Taylor Housing Complex, Birdville, Maysville and D.I.P.

Hours: Regular Part Time with a Variable Schedule
Academic Year – 25-29 hours/week: Tuesday-Friday between 2:30 PM and 7:00PM and Saturday 9:00 AM to 12:00 PM
Summer – 40 hours/week: Monday-Friday between 7:00 AM and 6:00 PM
This schedule may vary slightly based on Club hours. Extra hours as needed for special events.

The mission of the Boys & Girls Clubs of South Alabama is to enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens. Boys & Girls Clubs of South Alabama is part of a national affiliation of local, autonomous organizations that work to provide safe and nurturing environments for children and teens to learn and grow. To better enrich the lives of children in the South Alabama region, we offer programs and services in five core areas: character and leadership; education and career development; health and life skills; the arts; and sports, fitness and recreation. In addition to these core areas, we also have a Teen Program exclusively for youth ages 13 to 18 years old. BGCSA has the following club sites in South Alabama: Cody Road Club, Kiwanis Club, Optimist Club, Prichard-Whitley Elementary Club, Sonny Callahan Club (Theodore), and Semmes Club (Semmes).

PRIMARY FUNCTION:

Responsible for implementing the **science, technology, engineering and mathematics (STEM)** program that increases technology skills for all Club members while assisting those with the interest and aptitude to prepare for future careers in STEM fields. Our goal is to be the premier agency for youth who have an interest in science, technology, engineering and mathematics programs.

TYPES OF STEM PROGRAMS:

Digital Photography; 3D Printing; Scratch Game Development; Coding; Robotics; Science Experiments; Claymation; Basic Engineering

KEY ROLES (Essential Job Responsibilities):

A. Prepare Youth for Success

1. Create an environment that facilitates the achievement of Youth Development Outcomes:
 - Promote and stimulate program participation.
 - Teach basic computer skills for each age group using BGCA technology programs.
 - Provide guidance and role modeling to members.
2. Promote, facilitate and stimulate daily STEM program participation as well as participation in designated national and special events programs. Programming should be appropriate, in correlation with our organizational values, and yield active engagement from members and staff involved.
3. Provide guidance and role modeling to members; create opportunities for teen members to mentor.
4. Help club members develop technology projects (e.g., help them discover and create ideas, gather materials, get started, locate mentors to work with them and support their ongoing work).
5. Provide basic computer maintenance; including file management, trouble-shooting and technical support to clubhouse youth and mentors.
6. Facilitate science and engineering activities/classes planned for Club members.
7. Use 3D printers, power tools, robotics, tablets and other technology resources for program delivery.

B. Program Development and Implementation

8. Monitor programs, services and activities to ensure safety of members and quality in programs.
9. Recognize club members for program participation and achievement.
10. Maintain records to track attendance and participation.
11. Participate in collaborative programs and events with staff from other Branches and community organizations, as appropriate.

C. Supervision

12. Travel between sites and to activities as needed.
13. Safeguard the confidentiality of all participants.
14. Maintains order and discipline of club members
15. Ensures a productive work environment by participating in weekly club staff meetings.
16. Work collaboratively with volunteers in areas related to program responsibilities.

D. Additional Responsibilities:

17. May oversee special programs and/or events, and/or participate in the implementation of other club activities as necessary.
18. May be required to drive club van periodically.
19. Participate in training, Branch staff meetings and Professional Development and In-service days.
20. May be required to drive Club van periodically.
21. Temporarily fill in at other Clubs when necessary due to critical staffing requirements.
22. Assist the Branch Team in maintaining a clean and safe Club environment.
23. Perform other assignments as requested.

SKILLS/KNOWLEDGE REQUIRED:

1. College level courses in a STEM field or equivalent experience.
2. Background working with youth, in particular young people from underserved neighborhoods.
3. Relevant experience or education in an informal learning environment, such as, home schooling, Sunday school or competitive team situation.
4. Experience with computers and interest in technology as a creative and empowering tool.
5. Effective interpersonal skills, including an ability to get along with people of diverse backgrounds and a talent for making people feel welcome.
6. A passion for learning and helping others learn.
7. Experience working in youth development or a related field.
8. Group leadership skills, including an understanding of group dynamics.
9. Demonstrated excellent organizational and project management abilities.
10. Ability to deal effectively with members including discipline problems.
11. Demonstrated ability in working with young people, parents and community leaders.
12. Valid State Driver's License

ENVIRONMENTAL CONDITIONS:

The employee is subject to both indoor and outdoor environmental conditions. Activities occur inside and outside.

PHYSICAL REQUIREMENTS (in performance of essential functions):

This position requires the activities of talking and hearing along with intermittent physical activities of stooping, bending, crouching, kneeling, standing, reaching, walking, pushing, pulling, grasping and repetitive motion.

If the Boys & Girls Clubs of South Alabama and the responsibilities of this job match your personal goals and you meet the requirements listed above, we welcome you to apply! Please go to www.bgcsouthal.org to the job announcement page. Download the Application for Employment. Complete the application and send via email to cmiller@bgcsouthal.org or mail to Human Resources Department, Post Office Box 6724, Mobile AL 36660. Completed applications may also be dropped off at the Administration Building at 1102 Government Boulevard.