



BOYS & GIRLS CLUBS
OF THE AUSTIN AREA

POSITION DESCRIPTION

TITLE:	STEM Director
PERFORMANCE PROFILE SOURCE:	Exempt
DEPARTMENT:	Programming
REPORTS TO:	Director of Education

PRIMARY FUNCTION:

With the support of the Director of Education, the STEM Director is accountable for all matters relative to the successful operation of the STEM Program within the Operating Policies and Procedures of the Clubs. The primary concern is focused on the unit / lesson plan creation, service delivery, supervision and training of staff, budget management, community relations and membership administration for the specified Club.

KEY ROLES (Essential Job Responsibilities):

Programming

- Oversees planning and evaluation of STEM programs and priorities.
- Coordinates design of curriculum and assessments with staff.
- Creates and writes STEM Unit and Lesson Plans
- Creates outcome and assessment measurement tools
- Ensures the administration of all STEM school-based programs.
- Assists staff in evaluating and improving their methods and instructional materials.
- Provides perspective on educational issues with regard to STEM to staff on a regular basis.
- Work with the Development Department to apply for funding where applicable.
- Assists in evaluating the progress on established STEM priorities.
- Assists in the implementation of a comprehensive STEM program.
- Demonstrates ideal STEM lessons to staff in workshop settings and during professional development.
- Provides information to community and interested parties about the STEM program and progress towards goals.
- Assists in development of all printed materials needed for STEM program.
- Helps to plan and implement the STEM staff development program.

- Purchasing STEM supplies and equipment for the organization in accordance with organizational policies and guidelines, and operating the Branch's STEM Program within the approved budget.
- Supervising the maintenance and operation of the physical STEM property of the each Club
- Evaluating the departments and programs of each Club to align with the Club's comprehensive STEM program.
- Making monthly statistical and progress reports regarding the STEM program at each Branch to the Chief Professional Officer/Executive Vice President.
- Establishing and maintaining cooperative relationships with public and private agencies and other organizations in the area served by each Club.
- Completes other duties as assigned.

Leadership

- Must possess maturity, self-control and sound judgment.
- Must have a sincere interest in helping boys and girls.
- Must possess the energy, initiative and ability to achieve results within time frames.
- Must possess a capacity for loyalty and support of the organization's missions and goals, and the policies of the Boys & Girls Clubs of the Austin Area.
- Must have a Class C Motor Vehicle License or equivalent, and an acceptable driving record.

Quality Assurance

- Submit unit and lesson plans as assigned.
- Participate in two Youth Program Quality (YPQ) assessments per school year.
- Conduct two youth needs and interests surveys per year.
- Participate in the National Youth Outcome Initiative survey annual
- Complete a campus needs assessment annually
- Complete the Impact Assessment annually
- Complete all 9 methods of the Youth Program Quality Initiative

Strategic Planning

- Plan, develop, implement and evaluate overall Club programs, services and activities to ensure they meet stated objectives and member needs and interests. Compile regular reports reflecting all activities, attendance and participation in each program.
- Meet all grant requirements.
- Meet goal membership and average daily attendance numbers.
- Create and implement program schedules and activity alignment forms as assigned.
- Reviews grant requirement form monthly with supervisor.
- Meet individually and with supervisory group with supervisor monthly

Resource Management

- Manage Club financial resources assisting in the development of annual budgets.
- Calculate and control expenditures based on the finalized budget.
- Submit purchase orders, receipts and fees within 48 hours of purchase or receipt.

- Maintain and review shadow budget monthly with supervisor.
- Stay within the confines of your budget.
- Ensure administrative and operational systems are in place to maintain the operation of the physical properties and equipment of the Club, including use of facilities by outside groups.
- Ensure the Club is always properly maintained for safety and cleanliness for the use by members, volunteers and staff. Oversee any repairs as soon as reported.
- Recruit, train, manage, and provide career development opportunities for staff and volunteers. Conduct monthly staff meetings to inform employees of any changes in programming, to receive employee input, etc.
- Perform and submit annual performance reviews for all staff annually by August.
- Maintain all databases. All data must be entered by Tuesday for the week prior.

Partnership Development

- Develop and maintain partnerships with parents, schools, community leaders, and other outside organizations.
- Create a strong presence in the school that you are assigned, if applicable.
- Have a positive proactive relationship with the principal and school administration, if applicable, by meeting monthly.
- Become an active and participating member of two civic organizations.

Marketing and Public Relations

- Increase visibility of STEM programs activities and maintain positive public relations within the Club and the community.

ADDITIONAL RESPONSIBILITIES:

- Valid state driver's license required.
- May be required to drive a shuttle bus.
- Be able to perform other duties as assigned or requested by supervisor(s).

RELATIONSHIPS:

Internal: Maintain daily contact with the Director of Program Services, staff peers, administrative personnel, and/or volunteers for the purpose of exchange of information, to interpret or explain the current organization's mission, discuss current program objectives and standards to be met, discuss any other relevant issues, and provide and/or receive information.

External: Maintain contact with external community groups, schools, parents, and others to assist in resolving problems and to publicize the Club.

SKILLS/KNOWLEDGE:

- Four-year degree from an accredited college or university, or equivalent experience with two years' experience in a Boys & Girls Club or similar youth development organization of a minimum of six years work experience in a Boys & Girls Club or similar youth development organization planning and supervising activities based on the developmental needs of young people.
- Experience creating and implementing STEM programs and curriculum

- Ability to communicate ideas effectively to the public.
- Ability to deal effectively with members in all types of situations, including discipline problems.
- Working knowledge of budget preparation, control, and management.
- Demonstrated ability in working with youth, parents, and community leaders.
- Club Directors at sites that provide transportation from a site or school to their Club daily will be required to obtain a Commercial Drivers' License with an air brake endorsement.
- The ability and skills necessary to conceptualize and translate ideas into results.
- Commitment to STEM vision and mission and communicate that vision and mission to school personnel, members and families in the community.
- Willing and able to drive a Club shuttle with youth for purposes of field trips and / or transportation

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- Ability to stand for long periods of time.
- Ability to work in various weather conditions—hot, cold, rainy, etc.
- Ability to meet physical demands of working with children.
- Ability to move equipment up to 25 pounds.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees assigned to this job.

Signed by: _____
Employee **Date**

Approved by: _____
Supervisor **Date**

Reviewed by: _____
Chief Professional Officer/Executive Vice President **Date**