

**BOYS & GIRLS CLUB**  
OF LAKE TAHOE

**Job Title:** STEM Coordinator  
**Reports To:** Program Director  
**Position Type:** Full Time, Non-exempt  
**Start Date:** August 2024

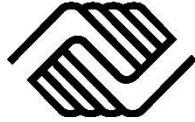
**POSITION DESCRIPTION SUMMARY:** The STEM Coordinator delivers engaging, hands-on youth programs, camps, and activities related to science, technology, engineering, and mathematics at the Boys & Girls Club of Lake Tahoe. The STEM Coordinator works with children of all ages, TK through high school, and must have a passion for working with children and in the STEM fields. Occasional overnight travel, evening, and weekend work are required of this position.

**ESSENTIAL JOB FUNCTIONS:**

- Create, plan, and implement hands-on STEM programs, camps, and activities for youth ages 4 to 18. Ensure programs, camps, and activities address the developmental needs, interests, and characteristics of varying age groups.
- Develop a schedule in agreement with the Program Director, which represents the weekly, monthly, and seasonal plans, curriculum, and promotion for the Club STEM programs.
- Cultivate new and existing partnerships with parents, community organizations, leaders in the STEM community, and STEM businesses and organizations.
- Maintain a healthy and safe learning environment, ensuring STEM facilities, equipment and supplies are maintained.
- Instruct members on proper and safe use of STEM equipment.
- Train and oversee STEM interns and volunteers.
- Evaluate the Club's overall STEM programs, services, and activities across all Club sites to ensure they meet stated goals, objectives, and member needs and interests. Compile ongoing reports reflecting all activities, attendance, and participation.
- Research national STEM trends and best practices as well Continuous Quality Improvement (CQI) and Impact Priority Outcome (IPO) data to improve and maximize STEM programs for the Club and the community.
- Ensure that members understand and follow the Club's AWESOME values and that the older members serve as peer role models.

**KEY SKILLS/KNOWLEDGE REQUIREMENTS:**

- Associate's degree (or a minimum of 48 credits) in a STEM-related field and 1 year of relevant experience OR 3 years of relevant experience working within a youth and STEM serving organization OR equivalent combination of education and experience.
- Ability to work and communicate effectively with youth ages 4 to 18 years old.
- Working knowledge of science, technology, engineering, mathematics, and environmental education activities - and willingness to learn more.
- Experience with robotics or managing robotics programs (a plus).



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- Ability to work collaboratively with other program leaders and specialists, and be a team player.
- Wilderness First Responder - WFR or First Aid/CPR/AED (or willingness to obtain First Aid/CPR/AED certification within three months of employment).
- This position requires driving a 7 or 8-passenger vehicle. Requirements to drive for the organization include being at least 21 years of age, having a valid California or Nevada driver's license with a minimum of three years of verifiable driving history and a clean driving record.
- Bilingual in English and Spanish (preferred).

**WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:**

- Represent the Club in a professional and positive manner.
- May be required to walk, sit, or stand for long periods of time.
- Ability to work on multiple projects and prioritize effectively. Work in a fast-paced environment where frequent interruptions, changes in plans, or imminent deadlines may occur.
- Ability to perform fine motor activities required for typing, writing, and simple manipulations such as pressing telephone buttons, picking up small objects, etc.
- Ability to pay attention to detail and accuracy for reading, typing, filing, and computer use.
- Ability to bend, twist, reach, stoop, or squat for filing or retrieval of supplies.
- Ability to lift and carry up to 50 pounds of supplies, equipment, and other items needed for Club-related events.
- Ability to operate a safe mode of transportation for Club-related events, meetings, and transportation of supplies.

**BENEFITS:** The Boys & Girls Club of Lake Tahoe strives to be a fun and fulfilling place to work. The Club values each employee and is delighted to offer generous benefits to all staff, including paid holidays and sick time, generous earned time off, a retirement plan, and retention and recruitment bonuses. All staff have access to professional development opportunities, free Club membership for their children, and an ample supply of Club schwag. Full-time staff are eligible for vacation time and a medical benefits package after the first 90 days of employment.

**The STEM Coordinator is a full-time, Monday through Friday, non-exempt position with typical hours from approximately 10:30 a.m. to 6:30 p.m. The position is in-person at the Angel of Tahoe Building in South Lake Tahoe with occasional work at other South Tahoe Club sites, in the evenings, and on weekends. Pay ranges from \$28-32 an hour, depending on experience.**

*The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of an employee assigned to this job. All Club employees may be required to perform duties outside their normal responsibilities from time to time, as needed.*

*The Boys & Girls Club of Lake Tahoe is an Equal Employment Opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex (including pregnancy and related conditions, sexual orientation, gender identity, or gender expression), age, disability status, genetic information, military or veteran status, retaliation, or any other characteristic protected by federal, state, or local laws. All job offers are conditional until the completion and passing of a background check.*

**APPLY:** Please submit a resume and cover letter via Indeed or to Molly H. Coolidge at [mcoolidge@bgclt.org](mailto:mcoolidge@bgclt.org).