



## **STEM Coordinator**

**Job Type: Part-time**

**Job Location: Lancaster, PA**

**Reports To: Director of Student & Family Engagement**

**Job responsibilities include but are not limited to:** The STEM Coordinator is responsible for developing, coordinating, and teaching STEM afterschool programming for the 6th-8th grade students. Primary responsibilities include program instruction, curriculum development and revision, and materials management. The STEM Coordinator also supervises volunteers and instructors who help teach the program. This position reports to the Director of Student & Family Engagement.

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### **THE STEM COORDINATOR MUST BE:**

- Willing to sign The Mix Statement of Faith.
- Have a passion for the mission of The Mix and fully support the organization's core values.

### **RESPONSIBILITIES WILL INCLUDE, BUT NOT LIMITED TO:**

1. Maintain and continue to develop a comprehensive curriculum in STEM education.
2. Ensure curriculum content is scientifically accurate and age-appropriate.
3. Collaborate with other Program Staff to develop a diversity and flow of lessons between elementary and middle school level programs
4. Develop, create, purchase, and maintain program materials
5. Design weeklong STEM-related summer science camps

6. Plan and implement end of year STEM Fairs for student participants and their families
7. Organize optional special events or activities for STEM program students and their families

**MUST POSSESS:**

1. Bachelor's degree in Education, or STEM related field.
2. Secondary Teaching License in science, math or technology preferred
3. Curriculum development experience
4. Knowledge of inquiry-based learning
5. Detail-oriented, organized, and able to provide exceptional customer service
6. Creative in curriculum design and development
7. Positive, flexible, and friendly
8. Independently driven team player
9. Current driver's license and safe driving record for the past 5 years
10. First Aid and CPR certification preferred
11. Ability to communicate in Spanish a plus.

**EDUCATION:** Four-year degree from an accredited college or university, or equivalent experience preferred.

**EXPERIENCE:** A minimum of two years experience working with youth or in a similar capacity.

**HOURS/AVAILABILITY:** 15-25 Hours per week. Must be available Monday through Friday. Hours are flexible.

**HOW TO APPLY:**

Completed applications, along with resumes and cover letters, should be emailed to [info@themixlancaster.org](mailto:info@themixlancaster.org).