Boys & Girls Club of Clifton, Inc.

Title: STEM/Technology Program Staff

Location: 181 Colfax Ave., Clifton, NJ 07013

Job Type: Part-Time

Compensation Type: Hourly

Start Date: ASAP

Job Description:

The Program Staff for STEM/Technology is an integral part of the program team at the Club. This position is a perfect fit for someone looking to take the first step in their career to work with youth in a science, technology, engineering, and mathematics education setting. On a part-time basis, the program staff is directly responsible for assisting in the daily operation of the Technology Center, focusing primarily on coordinating/implementing program curriculum; general supervision of members; administrative duties; and promote/market the program.

Our technology programs have seen tremendous growth over the past five years, and it is expected that growth and improvements will continue. Our goal is to be the premier agency for youth who have an interest in technology programs.

Primary Responsibilities

- Plan and execute technology/STEM activities for grades 1-9 during afterschool and summer hours
- Participate in BGCA national programs and trainings (Netsmartz, Digital Arts Festival, My.Future, robotics, coding, media programming, etc.) as necessary or desired
- Create/deliver engaging STEM-focused local programs
- Use 3D printers, tablets and other Club technology resources
- Support marketing efforts with pictures and/or video for special events, social media, Web posts, or other needs as requested
- Develop relationships and coordinate partnership efforts
- Support updates to social media outlets and website
- Document Club events with photos or social media posts as requested
- Complete other duties as assigned

Additional Responsibilities:

- Knowledge and use of BGCA.net
- Assist in the planning of Club special events.
- Complete Impact Assessment.
- Assist in planning of Summer Camp
- First aid/CPR certified
- Background check clearance
Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

Prerequisites

- Experience developing /using lesson plans, activities and/or curriculum
- Familiarity with current STEM research
- Minimum of one year experience in a leadership position working with youth

Basic leadership qualities

- Must possess maturity, self-control and sound judgement
- Must have a sincere interest in helping youth
- Must possess the energy, initiative and ability to achieve results within timeframes
- Must possess a capacity for loyalty and support of the organization’s mission, goals and policies

Specific skills and aptitudes

- Outstanding organizational and planning skills
- Well-developed written and verbal communication skills to support interaction with diverse academic and non-academic audiences.
- Ability and skill necessary to conceptualize and translate ideas into results
- Commitment to STEM vision and mission, and ability to communicate that commitment to members and their families
- Must possess the ability to function objectively and fairly

Application Instructions:

Please email your resume and two letters of reference to Debra M. Lesnick, Director of Education, at dlesnick@bgcclifton.org.

About the Organization:

The Boys & Girls Club of Clifton is a 501 C 3, non-profit organization. The mission of the Boys & Girls Club of Clifton is to inspire and enable young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens.

We aim to provide Clifton’s youth with optimal out-of-school time programs. Operating 308 days a year, Monday through Friday from 7:00 am until 6:30 pm., we provide day care services for children 2½ to 18 years. Our afterschool focus is on academic success, good character and citizenship and healthy lifestyles.