

BUFFALO SOCIETY OF NATURAL SCIENCE POSITION DESCRIPTION
Teen STEM Coordinator and Coach

Inspiring Curiosity through Exploration

Department: Learning and Interpretation

Position Title: Teen STEM Coordinator and Coach

Primary Reporting Responsibility: Teen and Adult Programs and Community Partnerships Manager

Status: Part-time/Non-exempt

Overview: At the Buffalo Museum of Science, we take pride in providing an environment that inspires curiosity, self-directed learning and fun for our guests of all ages. All staff are recruited, trained, directed and developed with this in mind. We believe that science is fun and that everyone can be a scientist when they make observations and ask questions. Research show that when you mix GREAT SERVICE with GREAT PEOPLE, the result is LASTING MEMORIES for our guests.

Summary of Position: The Teen STEM Coordinator will play a key role in advancing the Museum's Strategic outcome of sharing our programming with the under-resourced East-Side community. With the aim of helping teens build STEM and job readiness skills and STEM identity, programs under the Teen STEM Coordinator's purview will work to build a pipeline of STEM learners and workforce professionals, while narrowing the opportunity gap for teens from low-income families.

This position will develop, coordinate and deliver relevant and culturally responsive programs that meet established objectives. The Teen STEM Coordinator will provide primary administrative coordination, as well as first line engagement with teens and a variety of program partners.

Essential Functions:

Teen STEM Programming and Youth Development

- Working with the Teen and Adult Programs and Community Partnerships Manager and the Deputy Director, provide primary oversight and coordination to the development of the *Teen STEM Initiative*.
- Adopt, design and implement engaging teen multicultural STEM curriculum with the focus on communication skills, critical thinking, team work perseverance and adaptive learning.
- Recruit youth for program participation and monitor attendance for high program retention.
- Work with teens to identify areas of interest, passion, STEM and social-emotional skills development, and career interest in order to create enhanced learning opportunities.
- Organize and facilitate partner engagements, field trips, college visits and other activities to promote interest in STEM education and career options.
- Foster strong relationships with diverse families to support youth in their development, including leading or participating in family events.
- Provide regular, on-going sound coaching and mentorship to participating teens, being a visible role model.
- Coordinate with a community of practice peers to maximize linkages and partnerships, share best practices, ensure high quality programming and develop new program ideas to meet teen needs.
- Perform other duties as assigned.

Administrative and Program Development

- Maintain key initiative documents, including participant tracking, readiness assessments and evaluations.
- Assist with evaluation and project reporting
- Maintain good working relationships with partners and others in the spirit of collaboration and partnership
- Coordinate teen and family services to maximize the experience.
- Identify, develop and maintain key partnerships that provide a wide range of experiences and opportunities for teens.
- Assist with budget oversight.
- Maintain a safe, welcoming, respectful and engaging environment for teens and adults.
- Supervise teen interns and peer leaders.

Qualifications

- B.A. in a STEM-related field required; or equivalent of education, training and experience.
- Two years of program development/coordination/management experience, preferably in a Youth STEM programs.
- Demonstrated understanding of developmental needs and learning styles of teens.
- Knowledge of best practices and effective program and soft skills development.
- Knowledge of diverse communities and ability to develop culturally relevant programming
- Ability to articulate a vision for preparing youth for the future, from social, economic, cultural and personal perspectives to youth, partners, funders and the community
- Ability to adapt easily and comfortably in response to new opportunities or changing environment.
- Highly positive and enthusiastic style capable of motivating others.
- Ability to work as a team member in a multicultural organization and community.
- Proficiency in MS office.
- Must be a self-starter, dependable, have strong critical thinking skills and the ability to use good judgement as necessary. Must be able to work a flexible schedule that includes weekends and some evenings.
- Must have a desire to work in a mission-first and guest/participant-centered culture; produce products and experiences of exceptionally high quality; and enjoy work and colleagues.

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. Candidates must enjoy working with people and have a desire to strive for excellence, supporting the institutional values of engagement, integrity, diversity and knowledge. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time.

To apply, please send cover letter and resume to:

Careers@sciencebuff.org

Buffalo Museum of Science, 1020 Humboldt Pkwy, Buffalo, NY 14211