

**Greater Cleveland Neighborhood Centers Association
1814 East 40th St., Suite 4D, Cleveland, OH 44103
Telephone (216) 298-4440 www.genca.org**

Title: **STEM Educator**

Job Category: **Non-Exempt**

Responsible to: **Education Programs Director**

Summary:

Develop and implement STEM (Science, Technology, Engineering and Math) lessons for youth in Grades K to 12 participating in after school and summer programming at schools and selected community sites, for example, City of Cleveland Neighborhood Resource and Recreation Centers.

RESPONSIBILITIES:

Program Functions:

- In consultation with NCA education programs staff, create and/or adapt STEM lessons appropriate for grade and age level, e.g. Grades K to 2, 3 to 5, 6 to 8, and high school by grade level and/or subject. Lessons range in length from 30 to 60 minutes.
- STEM lessons cover many concepts including but not limited to: aerodynamics, astronomy, biology, cartography, chemistry, civil engineering, coding, environment, geography, geology, hydraulics, logic, mathematics, measurements, mechanical engineering, physics and seismology. Lessons should include highlighting jobs and careers related to the topic.
- As needed, create and/or adapt STEM lessons to be delivered via an online platform like Zoom.
- Tutor and assist students during independent study time and help students with current homework, projects and studying for upcoming tests.

Administrative Functions:

- Coordinate plans and activities with program staff working at designated site.
- Collect and record program data as required by various funding sources, adhering to reporting protocols and deadlines defined by supervisor.
- Conduct evaluations of services.
- Supervise staff and/or volunteers necessary to implement lessons.

Other

- Troubleshooting, including “rolling up sleeves” to assure that services are provided.
- Identifying creative opportunities to connect participants with STEM experiences (local/national days celebrating STEM, field trips, contests etc.)

- Duties as assigned by supervisor.

QUALIFICATIONS:

- Bachelor's degree in Education or STEM related field.
- Experience working with youth in out of school time or education setting. 21st Century Community Learning Center grant experience a plus.
- Supervisory experience a plus.
- Experience working with a variety of people of different ages, educational levels, races, socio-economic situations and ethnicities.
- Proficiency in Microsoft Office Suite including Word, Excel, and Outlook.
- Excellent verbal and interpersonal skills.
- Demonstrated initiative and adeptness at managing change.
- Demonstrated organizational skills.
- Ability to manage shifting priorities and work under deadlines.
- Physically able to perform job duties on a daily basis.
- Valid driver's license required.
- Must meet the criminal background check requirements to work in a State of Ohio licensed child care center.

Note: Prior to hiring a person will be fingerprinted and a criminal background check will be performed. A check of the person's driving record will also be made. Proof of any college degree(s) and/or coursework and/or other training and/or certifications/licenses must also be provided upon hiring.

Schedule: Approximately ten hours per week within Monday – Friday, afternoons 2:00 p.m. to 6:00 p.m. during the school year. Summer schedule within 8:30 a.m. to 2:30 p.m., Monday – Friday during June and potentially into July.

Hourly Rate: \$25.00

To Apply: Email resume to Lee DeAngelis at GCNCA. ldangelis@gcnca.org

GREATER CLEVELAND NEIGHBORHOOD CENTERS ASSOCIATION (NCA). Our mission is to support and strengthen the capacity of community based organizations to provide human services and education for children, families, and older adults and to advocate for the social, economic and political well-being of Greater Clevelanders. Through the Partner for Student Success (P4SS) program, NCA provides after school and summer programming to primarily Cleveland public schools. P4SS program outcomes focus on academic enrichment, positive youth development, career and college readiness, and parent engagement. Through IConnect, NCA serves older adults with programming via the Internet, telephone, and in-person at selected sites. IConnect helps older adults reduce social isolation by increasing social interaction, participating in activities with others, and engaging in new experiences. Through NonProfit Advantage we provide finance and accounting and other business support services for community based organizations.