



Job Title: STEM Program Assistant, Morristown Neighborhood House  
Department: Programs  
Reports To: Director of Volunteer Services and Programs  
Classification: Part-Time (up to 22 hours per week), Non-Exempt  
Effective Date: May 2018

### **Summary**

The STEM Program Assistant is responsible for working in conjunction with the STEM Coordinator. The STEM Program Assistant will carry out lesson plans and activities designed by the STEM Coordinator in our K-6 After School program. The STEM Program Assistant will run experiments and activities with all classrooms and assist with procurement of supplies and communications among teachers and STEM Team. The STEM Program Assistant will also be responsible for carrying out evaluations methods designed by the Coordinator to measure the impact of the program. This position will be 22 hours per week, Monday through Friday 2-6pm with additional hours for planning.

### **Duties and Responsibilities**

- Carry out lesson plans, activities and experiments with all After School classrooms
- Collaborate with STEM Coordinator in all program areas
- Assist in managing and maintaining all STEM supplies onsite
- Assist in evaluating program outcomes
- Engage teachers in classroom activities
- Work with administrative staff to ensure compliance to funding requirements
- Maintain appropriate documentation for funding sources
- Ensure proper execution of all grants and funding related to STEM
- Bring a creative and hands on perspective to STEM in an After School setting
- Other duties as assigned

### **Qualifications**

- Bachelor's degree in a related field
- Proficiency in designing and implementing STEM programming
- Strong verbal and writing skills
- Experience working with a community organization

### **Competencies**

- **Oral Communication**-Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication**-Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Teamwork**-Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Dependability**-Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

### **Physical Demands and Work Environment**

- Frequently required to stand
- Frequently required to walk
- Occasionally required to sit
- Occasionally required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Frequently utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Occasionally required to lift/push/carry items up to 25 pounds
- Occasionally exposure to wet and/or humid conditions (non-weather)
- Occasionally work near moving mechanical parts
- Occasionally exposed to outside weather conditions