



Virtual STEM Lab Site Director Role and Responsibilities

The Site Director assumes overall leadership of a Virtual STEM Cohort, including staff coordination and day-to-day operations. Site Directors provide leadership and instructional supervision for staff, interact daily with Project Scientist Program Leadership, STEM Companies Superstar and Virtual Expeditions. Site Directors also work closely with their teams, developing the creative and fun STEM-orientated environment that empowers young girls to develop a deep love of learning and confidence in STEM. Site Directors are problem-solving managers consistent with fine-tuning virtual and operational logistics, ensuring program efficiency, and executing a successful STEM experience. You will bring your own flair and expertise to create a cohort specific culture that will add value to the Project Scientist vision and mission.

All Site Directors will be required to attend virtual training sessions, specifically in June. Training sessions are **mandatory**. Those unable to commit to a training session will be evaluated on a case-by-case basis. *All offers are conditional on passing background checks.

Virtual STEM Lab Site Director duties include:

Pre-Lab (May-June)

Complete all required onboarding paperwork and training (including mandated reporter and virtual bullying).

- **Collaborate and share your vision.** 1-2 hour zoom leadership training and collaboration with PS Program Leadership and other Cohort Site Directors
- **Train, Lead and Build Rapport.**
 - Be familiar with and understand daily and weekly Virtual STEM lab training needs.
 - Be prepared to participate and moderate breakout sessions during full staff training activities (approximately 2-3 hour virtual training session)
 - Lead a cohort specific introductory and prep meeting prior to the first day of camp.
- **Create and Foster Partnerships.** You'll be the face of Project Scientist and will work closely with the Program Leadership team to prepare for a successful summer Virtual STEM Lab.
- **Build Community Presence.** Support Project Scientist with presenting the Virtual STEM Lab program to networks and key partners that you are involved in.
- **Oversee Operational Logistics.**

- Coordinate time and lead a post orientation prep meeting with your cohort staff to understand and discuss virtual operations
- Collaborate with all Site Directors to prepare the Virtual STEM Lab Daily Welcome presentations for each cohort, including welcome icebreakers, games, show and shares and mindful mornings sessions.
- Prepare Welcome Staff Newsletter for your Cohort providing them with weekly details: theme, zoom link, rosters, google drive information, and STEM Company Sponsors
- Prepare daily Welcome presentations weekly for all 6 weeks of the summer program. Include engaging STEM Activities, Mindful Mornings, and STEM Superstar and Expedition details.

During Lab (June - July) *Virtual STEM Lab runs for 6 weeks*

- ***Plan, Drive and Execute.*** Run daily operations Virtual STEM Lab, creating a high energy, fun and positive experience for students (including ensuring all staff are ready and aware for STEM Superstar, Virtual Expeditions, Weekly Student Celebrations etc).
- ***Coach and Develop, Team build and inspire.*** You will be innovative in leading staff, ensuring quality instruction, high energy, and overall performance and culture of the Academy site team. You will engage, evaluate and document your team's performance. Check in with STEM Teachers & STEM Fellows as needed daily or weekly to learn what worked / didn't work and prepare teachers for the next day. Communicate key learnings in writing to PS Program Leadership to share with other sites on weekly calls.
- ***Deliver on Customer Satisfaction.*** Develop relationships and communicate daily with the Project Scientist leadership team to ensure needed communication and updates are provided to parents & families. Send out email introduction at the start of each week and provide Zoom links and other information that pertains to your cohort to allow for them to prepare and ask questions prior to their scheduled event.
- ***Communicate Direction.*** Provide weekly information to the Project Scientist Marketing and Communications team including but not limited to, daily/weekly events, student quotes, student projects that will be used to update families on your Cohort's events.
- ***Take time to reflect on what's working and not working.*** Have a collaborative approach and communicate reflections weekly with Project Scientist Program Leadership.
- ***Agility is Key.*** Be quick on your toes to switch things up as needed. Working with children requires a positive growth mindset. You'll need to roll with the changes that come from day-to-day academy management.
- ***Safety First.*** Build and maintain a safe and inclusive environment where all

students and staff can thrive.

Post-Lab (Week after last Lab session)

- Follow up on any lessons learned and provide these inputs & findings to Project Scientist Leadership

QUALIFICATIONS:

- College graduate or equivalent work experience
- Experience working with K-8th grade children
- Previous experience leading teams (Management experience a plus)
- Demonstrates business acumen and ability to drive customer loyalty
- Proven ability to effectively delegate, follow up and communicate direction
- Demonstrates ability to assess talent, coach, develop and manage performance
- Demonstrates ability to manage and deliver on complex and competing priorities with time management and organizational skills

ABOUT US:

At Project Scientist, our promise is to educate, coach, and advocate for girls and women with an aptitude, talent, and passion for STEM. Through engagement of top STEM companies, universities, teachers and hands-on curriculum our girls discover the endless opportunities available to them in STEM.

- The only focused effort of its kind, Project Scientist is designed to create a STEM pipeline starting with girls as young as 4 years old to advance girls and women in STEM.
- We create a captivating learning environment that inspires girls to innovate through a hands-on STEM experience.
- We believe there is an Einstein in EVERY neighborhood.
- We encourage girls to embrace failure as part of innovations & provide the support girls need to overcome it.
- Girls are immersed in a community with like-minded individuals who enjoy exploring the sciences and celebrating their accomplishments. The girls also acquire the leadership skills needed to thrive in today's competitive STEM environments!

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To apply for the Project Scientist Site Director role:

Please email your résumé to hire@projectscientist.org.

Applications will be accepted on a rolling basis through May 29th. Qualified candidates will move forward with a phone/Zoom interview with Project Scientist Program Leadership. Hiring will be completed by June 5th.

Any employment is contingent on the successful completion of a background check.

Project Scientist is an Equal Opportunity Employer and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability or genetic information. If you will need reasonable accommodations for the interview process, or have any issues with the application, contact us at hire@projectscientist.org.