



STEAM Site Director Role and Responsibilities

About Us:

Our purpose: To ignite and cultivate STEAM confidence in ALL girls.

Our promise: She'll be ready. Preparing girls for a STEAM-confident future. **Our Vision:** Educate 500,000 girls in STEAM programs and careers by 2040.

Project Scientist Team Values:

Team First: we support each other

Accountability: responsibilities are assigned and accepted

Growth Oriented: we are humble, coachable, and willing to learn from our experiences

Determination: we persist in the face of difficulties

Integrity: we are honest, and we keep our word, ALWAYS

Dedicated to Diversity, Equity, Inclusion, and Belonging:

At Project Scientist, we value the diverse experiences, backgrounds, identities, and perspectives that our employees contribute to advancing STEAM equity for all girls. We operate with integrity, are growth-oriented, and are determined to hold each member of our organization accountable for creating safe and inclusive workplaces that allow us to be our authentic selves. We are committed to promoting the personal and overall well being and sense of belonging of our students and team first.

The Role:

Do you dare to reinvent the future of STEAM education for girls?

At Project Scientist, we aim to ignite and cultivate STEM confidence in ALL girls. As a Project Scientist team member, you will blaze a new trail to transform the way girls view the field of STEAM and who a scientist is. You will feel challenged and inspired to do breakthrough work while collaborating with top talent.

Site Directors assumes overall leadership of a Project Scientist STEAM Lab or STEAM club

site, including staff management and day-to-day operations. Site directors provide leadership and instructional supervision for staff, interact daily with families and community members, and are the representatives of Project Scientist in the communities they serve. Site directors also work closely with their teams, developing the creative and fun STEAM-oriented environment that empowers your girls to develop a deep love of learning and confidence in STEAM. Site directors are problem-solving managers consistent with fine-tuning operational logistics, ensuring program efficiency, and executing a successful program experience. You will bring your own flair and expertise to create a site-specific culture that will add value to the Project Scientist vision and purpose.

We are currently seeking Site Director located directly or in the surrounding areas of

- La Crosse, Wisconsin: June 26 - June 30, 2023 8:30 AM - 5:30 PM
- Davidson, North Carolina: July 17 - July 28, 2023 (Monday - Friday) 8:30 AM - 5:30 PM
- Tyler, Texas: July 24 - July 28, 2023 8:30 AM - 5:30 PM
- Shoreview, Minnesota: July 31 - August 4, 2023 8:30 AM - 5:30 PM
- St. Paul, Minnesota: August 14 - August 25, 2023 (Monday - Friday) 8:30 AM - 5:30 PM

What you'll do

- Foster and maintain partnerships with funding company employees, site staff, and the local community of Project Scientist families.
- Be the main point of contact on the physical program site for funders and/or volunteers in the classroom; ensuring volunteers are engaging appropriately and having a good time in the classroom they are visiting.
- Maintain a level of excellence and follow all logistical protocols of the program shared by the Senior/Program Manager. This includes safety procedures, site schedules, student pick-up and drop off, student snacks and lunch, etc.
- Be the lead Project Scientist staff members at your designated site, being the first to arrive and last to leave each day.
- Lead and manage staff, ensuring quality instruction, high energy, and overall performance and culture of program site team
- Run daily operations of the site, creating a high energy, fun, and positive experience for students.
- Engage students in welcome activities after check-in, getting them excited for the day ahead.
- Follow the STEAM Superstar schedule set by your program manager and assist with STEAM Superstar presentation set up and engagement.
- Assist teachers and other program staff in the set up of Friday celebration.
- Lead teachers in site expeditions.
- Communicate key learnings and questions with the program manager, daily if needed.
- Collaborate with site hosts and facilities partners to ensure the facility is well maintained

and left in excellent condition daily and especially on the last day.

- Build and maintain a safe and inclusive environment where all students and staff can thrive.

Skills and qualifications you will need:

- Bachelor's degree. Education or STEAM based preferred.
- Teaching credential or equivalent work experience
- Experience working with K-8th grade children
- Demonstrated leadership experience; demonstrating integrity, sound judgment, self-confidence, maturity and a sense of perspective
- 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
- Skilled at engaging all girls in a meaningful way
- Thrive in groups built on communication and collaboration and encouraging young girls to do the same.
- Excellent at coaching and motivating groups centered around a common goal.
- Ability to think on your feet and problem solve while taking initiative with students, volunteers, families, and teachers.
- Inspiring, energetic, organized, detail-oriented, communicative, fun-loving, and a good problem-solver.
- Approach each day with enthusiasm, positivity, critical thinking, collaboration and FUN
- View failure as a key to innovation and push students and teachers to work through it
- A willingness to go above and beyond every day in the best interests of students and the organization
- Passionate and hungry for fulfilling our mission of changing the world's view on who a scientist is and what a scientist does

Rewards of Becoming a Project Scientist Site Director:

- Lasting Positive Impact on Kids, Staff, Families, and Communities.

- Site Directors develop meaningful, multi-year relationships with staff members, campers and families, and inspire the spark of camp: get girls enthused about STEAM, and teach them how to be a friend and have a friend, have fun, and build confidence.
- Experience: Not only will you be working for a premier camp organization; but you will have daily interactions with other STEAM professionals nationally as well as to build your network and social capital.
- Leadership Training & Professional Development: All program staff receive great training including gender neutral STEAM teaching strategies, classroom management, and more. Additionally, the curriculum used in Project Scientist can be used in your classrooms for years to come.
- Opportunity: As Project Scientist grows, we are always looking for successful staff members to promote from within for future leadership opportunities.
- Site Director pay: \$20 - \$25 dependent on prior experience.

Final offers of employment are contingent upon completing a background check that may include employment history, national criminal background check, national sex offender registry search, and a driving history check.

Project Scientist does not discriminate based on race, color, national origin, religion, sex, gender, gender expression, gender identity, sexual orientation, physical or mental disability, military, genetic information, ancestry, marital status, age, citizenship \or any other basis prohibited by law in any of its policies or programs.

Our goal is to maintain a company culture where each individual, regardless of background or identity, feels safe, respected, and valued as a leader or contributor to our organizational mission, vision, and purpose. We strive to be an example for other organizations seeking to create diverse, equitable, inclusive and belonging working environments, systems, and processes.

To apply please send your resume to [hiring@projectscientist.org](mailto: hiring@projectscientist.org) and cc' [kierstin@projectscientist.org](mailto: kierstin@projectscientist.org).

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