

## Academy Program Coordinator

### Role and Responsibilities

As an Academy Program Coordinator, you will assist the Academy Operations Manager with all day-to-day operations. Program Coordinators work closely with Academy teams, supporting a creative and fun STEM-orientated environment that powers young girls to develop a deep love of learning and confidence in STEM. As a support role, coordinators help the Academy teams manage resources & information and assists with classroom set up, project activities, inventory management and expedition day protocols. They own the lifecycle of Stem Superstar visits, which includes all communication and schedule coordination to ensure STEM superstars are engaged with students. In addition to administrative tasks, Program Coordinators provide excitement, leadership, mentorship and coaching for groups of students from varying grade levels. They support Teachers and Fellows by forming a unique partnership fueled by passion to bring the curriculum to life for their students. Together the team will add their own unique backgrounds and resources to inspire their students to take risks, see their failure as key for innovation, develop growth mindset and grit, and encourage exploration and discovery through the sciences. All offers are conditional on passing background checks and Live Scan results.

### Pre-Academy (May-June)

Provide copy of current CPR/First Aid certification by May 1, 2019.

- Participate in **mandatory** STEM Fellow specific and full staff training sessions and activities (May or June)
- **Build Rapport.** Attend a parent orientation night at university site in May or June. Meet the Site Director and Assistant Site Director to understand how their roles will support your execution.
- **Inventory.** Use your organization skills to participate in move in and determine the best approach to inventory supplies needed for execution.
- Participate in **Parent Orientation**, building relationships with students and families and kicking off our summer Academy.
- Complete **required certifications** by June 1st: CA Sexual Harassment, mandated reporter, active shooter training. \*paid activities\*

**During Camp (Mid-June-Mid-August - depends on site)** *Academy runs for 3-6 weeks, starting as early as June and ending as late as mid-August, depending on location*

- **Execute with Excellence.** Work full time for six weeks with one unpaid hour lunch break and two paid 15 minute breaks (except for expedition days, 30 minute lunch) supporting teachers with supply management. Take pride in delivering an exceptional customer experience for our Academy families.
- **Teamwork and Collaboration.** Reports to Academy Operations Manager and works with Site Director, Teachers and Student Fellows to create a culture of inclusion. Be an active participant and resource for collaboration, ideas, and help solve problems for situations that may arise.
- **Operational Excellence.** Work with teachers and Site Manager to prepare supplies for each week's theme and create a strategy to execute inventory management. Take the initiative in keeping the Academy running smoothly, from setting up space for families to check-in at drop off each morning, and pick-up in the afternoon, rotating as a replacement when Teachers and Student Fellows need a break.
- **STEM Superstar Ambassador.** Manage the lifecycle of stem superstar visits.
- **Community Engagement.** Responsible for taking pictures to upload to parent portal/social media and keep them in tune to the week's activities.
- **Putting the STEAM in STEM.** Facilitates set up and instruction of afternoon Arts program. Will utilize curriculum to provide a creative link to the day's STEM instruction.

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- **Motivate and Inspire.** Foster curiosity and a deep level of confidence in STEM subjects with fun-engaging energy. Use our examples of curriculum to lead innovative enrichment labs in the afternoon (STEAM arts integration, physical education, and makerspace). Understand and show to students the importance of STEM Superstars, Expeditions, and Parent Celebrations so they take pride in their work daily.
- **Safety First.** Build and maintain a safe and inclusive environment where all students and staff can thrive.
- **Agility is Key.** Be quick on your toes to switch things up as needed. Working with children requires constant kinetic energy and a positive growth mindset. From working the air-conditioned indoors to outside summer heat, you'll need to roll with the changes that come from day-to-day academy management.
- **Have fun and Network!** Join us on weekly STEM expeditions where you will manage and lead a group of students while enjoying a VIP behind the scenes look at companies and hearing from top female STEM professionals.

## QUALIFICATIONS:

- Experience in project management, working with a team
- Experience working with children, preferably camp experience
- Passionate and hungry for fulfilling our mission of changing the world's view on who a scientist is and what a scientist does
- Thrive in groups built on communication and collaboration and encouraging young girls to do the same
- Organized with a special attention for detail and operational excellence
- Ability to think on your feet and problem solve while taking initiative with students, parents, and teachers
- Excel at coaching and motivating groups centered around a common goal
- Approach each day with enthusiasm, positivity, critical thinking, collaboration and FUN
- A willingness to go above and beyond every day in the best interests of students and the organization
- Ability to manage and deliver on multiple priorities at one time
- Demonstrate integrity, sound judgment, self-confidence, maturity and a sense of perspective

## 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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## LOCATIONS / TIME COMMITMENT

You will apply for one of the sites on the right. There is an option to work both LMU and USC Academies. Please note if you would be interested in this option.

To apply for the Project Scientist Academy Program Coordinator role, please email your résumé to [hiring@projectscientist.org](mailto:hiring@projectscientist.org).

Applications will be accepted on a rolling basis through March 30. Qualified candidates will move forward with a phone or in-person interview. Hiring will be completed April 15. 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 [hiring@projectscientist.org](mailto:hiring@projectscientist.org).



### Project Scientist- The Lab

July 13-17  
July 20-24

#### LMU

June 29-July 3  
July 6-10

#### USC

July 13-17  
July 20-24  
July 27-31  
August 3-7

#### UCI

June 15-19  
June 22-26  
June 29-July 3  
July 6-10

#### Caltech

June 22-26  
June 29-July 3  
July 6-10  
July 13-17  
July 20-24  
July 27-31

#### Johnson & Wales University

June 29-July 3  
July 6-10  
July 13-17  
July 20-24  
July 27-31  
August 3-7

#### Macalester College

July 20-24  
July 27-31  
August 3-7

Project Scientist will originate a diverse STEM talent pool by building confidence for over 20,000 girls by 2022.

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