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**Job Title:** Science, Technology, Engineering, Arts, Math (STEAM) Coordinator

**Reports To:** Director of Youth Leadership and Student Success

**FLSA Status:** Full-time, Exempt

**Primary Work Schedule:** Monday thru Friday After-School/Evenings with Occasional Weekends

**Prepared Date:** July 26, 2021

**Site Locations:** Journey House Center

**Our Mission:** Journey House empowers families living on Milwaukee's near Southside to move out of poverty by offering adult education, workforce readiness, youth development, and family engagement programs.

**Position Overview:** Journey House is committed to providing community members with quality STEAM experiences with professional and passionate staff. The STEAM Coordinator's primary function is to lead with integrity daily STEAM programming and provide support to the programs and services of Journey House. This position will plan, supervise and implement a variety of high-yield activities and targeted programs focused on science, technology, engineering, arts and math. Activities should include: teaching technical skills, science projects and experiments, communication design, coding, app development, and robotics. Under the direction of the Director of Youth Leadership and Student Success, the STEAM Coordinator demonstrates a responsibility to facilitate age-appropriate programs and activities for urban youth ages 5 to 18 with an emphasis on educational, recreational, leadership development, career and strengthening individual and self-esteem. The STEAM Coordinator will work closely with Journey House Youth Program team members utilizing evaluation and data as part of educational and recreational interests. Resourcefulness and strong communication are expected to fulfill this position.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned in line with individual's experiences and qualifications.

#### **Leadership and Management**

- Supervise and inspires STEAM volunteers, and interns.
- Maintains integrity, poise, and professionalism at all times. Maintains appropriate demeanor and attire.
- Demonstrates respect and consideration for all.
- Assist in facilitating projects that match the Journey House mission, vision and goals.
- Assist with program orientations and form relationships with participants and their parents to ensure they know the rules, expectations and standards to participate in Journey House activities.



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### **Youth Development and Curriculum Implementation**

- Expands knowledge of children and youth ages 5-18 by staying current with the knowledge related to STEAM programming and demonstrates this knowledge in programming.
- Stimulates and sustains motivation and engagement for all participants.
- Continually assesses and manages group dynamics to ensure group, issues, energy or concerns are addressed.
- Creates an environment in which feedback is given and received freely without judgement.
- Integrates time to practice, reflect, share, provide feedback and discuss application and transfer.
- Assist with the implementation of a curriculum that addresses educational, recreational, self-esteem, positive relationships, stress and anger management, community engagement and decision-making. Ensuring equity and diversity.
- Assist with the development and implementation of daily activities (teaching technical skills, science projects and experiments, communication design, coding, app development, and robotics etc.)
- Facilitate special events, field trips, and workshops.

### **Communication and Coordination**

- Actively coordinate with Journey House Youth Program Team members integration of STEAM initiatives into the after-school program, arts, athletics and workforce development programming.
- Coordinate efforts with Journey House team members to assure a safe and respectful environment for participants.
- Demonstrates effective presentation skills both orally and written. Provides clear direction and checks for comprehension.
- Prepare written reports, schedule of activities and program descriptions.
- Provide information as requested and in a timely manner for program reports, community inquiries, and information for grant proposals.
- Meet regularly to strategize upcoming events, maintain schedules, and discuss participant behaviors and accomplishments.
- Attend and participate in Journey House and Youth Program staff meetings and events.
- Follow Journey House protocol for scheduling events, making room reservations, and creating flyers/marketing materials for program events.



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### **General**

- Assist in daily site maintenance to assure a clean and well-organized environment in which to work, play, and learn.
- Ensure that accurate up-to-date program demographics, attendance, and program outcome, information is entered into the database.
- Ensure the safety of all participants by being present during activities. Have a presence during activities to help direct traffic, control issues such as wandering and conflicts, and maintain a positive flow for participants every day.
- Participate in SKY Breathing and Community Building mandated staff trainings and follow-ups.
- Work with the Director of Youth Leadership and Student Success on programming and special events.
- Perform other relevant tasks as assigned.

**OTHER DUTIES** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities related to your job may change at any time with or without notice.

### **EDUCATION and EXPERIENCE:**

- BA/BS in education, social work, or similar fields and/or commensurate experience preferred. High school diploma or GED/HSED required.
- Bilingual (English/Spanish) in oral and written communication preferred.
- Passion for working with urban youth population from diverse cultural backgrounds.
- Excellent oral and written skills; ability to represent the agency.
- Resourceful, creative, innovative, flexible, ability to work without direct supervision and with limited resources.
- Ability to adjust to crisis situations, motivate others and good listening skills.
- Proficient in Microsoft Office applications [Word, Excel, PowerPoint], databases and social media platforms.
- Must be willing to work flexible hours, including some evenings and weekends.

**SUPERVISORY RESPONSIBILITIES:** Staff assigned to work in STEAM and Youth Programs Department, volunteers, and interns.

**LICENSES:** Valid Wisconsin Driver's License and insurance required

**QUALIFICATIONS:**



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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to use hands to finger, handle, or feel. Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment characteristics include working in office space, classrooms, gymnasiums, community agencies and outdoors.

**JOURNEY HOUSE IS AN EQUAL OPPORTUNITY EMPLOYER**

**DRUG FREE WORKPLACE**

**If you are qualified and interested in this position, please complete:**

1. Career History Form: <http://www.journeyhouse.org/jobs.html>
2. Letter stating personal intent
3. Comprehensive resume
4. References (optional with initial submission)
5. Submit documents to [jobs@journeyhouse.org](mailto:jobs@journeyhouse.org)