



**BOYS & GIRLS CLUBS**  
METRO DENVER



# Make a Difference for Kids

Helping Kids. Building Communities.



Boys & Girls Clubs of Metro Denver is offering an exciting opportunity for the right person to join our dynamic, forward-thinking team. We rely on the dedication of caring employees to provide a safe, nurturing environment for kids to learn and grow. We take pride in our highly skilled, diverse and committed workforce. Our staff are educators, coaches, artists, mentors, community leaders and ambassadors. Join a team of passionate individuals who are working to make a difference for kids.

## STEAM Coordinator

**Club/Office Location:** Program Support Center

### **Job Description:**

The Boys & Girls Clubs of Metro Denver (BGCMD) operates a variety of Clubs across the metro area, focusing on Youth Development, Parent Engagement and Family Support Services. Reporting to the Director of Academic Success, this position is responsible for planning, organizing and supporting Club staff in implementing a variety of STEAM programs for youth ages 5-18. Working collaboratively with Program Support team members, Cultural Arts and STEM specialists, this position will ensure that intentional, quality programming tied to metrics (outputs and outcomes) is realized across all Clubs. Central to this work is creating a strong team environment and culture in a remote capacity. The position will require a self-directed, solution-oriented professional with a strong work ethic who has the ability to manage voluminous and complex projects individually and across teams. Main job duties to include but are not limited to:

- Work with Cultural Arts, STEM, and other club staff to design STEAM programming and training to foster greater learning outcomes in new and existing programs.
- Seek opportunities for collaboration between the STEM and Cultural Arts departments, and at School-Based Clubs to develop ways to teach creative and innovative thinking through targeted, outcome driven programs and service learning.
- Develop a culture of teamwork, collaboration, and innovation in both STEM and Cultural Arts Departments that encourages learning new skills and exchanging programming ideas more effectively.
- Facilitate monthly departmental meetings for the Cultural Arts and STEM Departments, and manage follow-up.
- Coordinate and manage Cultural Arts and STEM special events, and help leverage resources to maximize efficiency.
- Conduct on-boarding, coaching, shadowing, and on-site observation to support staff and ensure program quality to assess, plan, and improve the quality of programming.
- Foster relationships with community partners in order to increase opportunities for funding, collaboration, professional development and youth programming in the area of STEAM.
- Research best practices, identify challenges and be aware of trends for STEAM programming nationally, as well as within the Denver community. Implement strategies to address needs and programming possibilities.

*The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives of employees assigned to this job. The Boys & Girls Clubs of Metro Denver is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by law.*

## **Job Requirements:**

- Bachelor's degree from a regionally-accredited institution of higher learning in education, human or social services, theatre, art or a related field of study. Equivalent experience directly serving youth in a similar role may be substituted on a year-by-year basis.
- At least one (1) year of experience with direct instructional delivery. At least three (3) years of experience working with at-risk youth. Moreover, experience working with outside providers and contracted professionals to perform educational services, as well as previous experience with project management or event planning is strongly desired.
- Candidates must be able to pass a drug test, criminal and driving records investigation.
- Basic computing skills including: e-mail, Internet-based research, database reporting, and creating, editing and producing documents, spreadsheets and presentations is required.
- The ability to communicate in both English and Spanish is preferred.
- Ability to drive a 15-passenger mini bus and obtain a Commercial Driver's License required.

## **Details:**

**Status:** Full-time (40 hours per week)

**Pay Range:** \$37,000 -\$40,000

**Hours:** 10:00 a.m-7:00 p.m. Some later evenings (until 9:00 pm) and weekends may be required.

Primary office location is the BGCMD Program Service Center, however, daily reimbursable travel to metro area club sites is required.

**Benefits:** Health, dental, vision and life insurance, a generous 401(k) matching program, paid time off including holidays and birthday, paid parental leave, professional development opportunities and more.

**Interested applicants should submit a cover letter, resume and three professional references to [jobs@bgcmd.org](mailto:jobs@bgcmd.org). Please include the position title in the subject line of the e-mail.**

**This position will remain open until filled.**