



STEM Program Specialist

Position Description

Reports to: Director of Fund Development

Position Status: Temporary, Full-time

FLSA Status: Exempt

Prepared by: BR

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Job Summary

The STEM Program Specialist is a temporary, seasonal position that is responsible for the implementation of Girl Scouts of Montana and Wyoming's (GSMW) STEM program across Montana and Wyoming via our Mobile STEM Learning Center. This position involves daily travel in the Mobile STEM Learning Center, program preparation, set-up, implementation, and clean-up at various regional cities. This position requires flexibility, daily check-ins with the Director of Fund Development, and positive interactions with Member Experience Managers, girls, and the general public. The STEM Program Specialist will remain on the road for the summer and have access to room and board via Girl Scout Camps, Girl Scout Houses, KOA Campgrounds, and hotels.

Essential Duties and Responsibilities

- Assists with planning and designing STEM activities for girls during the summer
- Lead STEM programming to a group of girls or the general public at scheduled events across Montana and Wyoming
- Implements a variety of age and ability-appropriate activities in various STEM topics such as earth science, engineering, biology, mathematics, robotics, coding, and more
- Manages the maintenance of STEM program equipment and tools
- Responsible for keeping all supplies inventoried and stocked between programs
- Keeps STEM Mobile Learning Center clean and organized in between travel and events
- Assists with evaluating the success of the STEM program
- Works alongside Member Experience Managers to deliver programming and recruitment efforts
- Travels with the Mobile STEM Learning Center safely and efficiently to various communities across the region
- Sets a good example by demonstrating maturity, good communication techniques, good hygiene, punctuality, and following the rules
- Acts as a role model to program participants in attitude and behavior using the Girl Scout Law and Promise

Other

- Able to drive the Mobile STEM Learning Center (12-passenger sized van) across Montana and Wyoming
- Willingness to participate in assigned duties outside of the job description
- Flexibility with travel and accommodations
- Ability to work and facilitate programming in all weather conditions
- Ability to work independently with little supervision
- Maintain a Monday-Friday schedule, with some flexibility on days depending on program needs

Supervisory Duties

This position has no supervisory responsibilities.

Experience/Education

- A Bachelor's Degree or some college preferred
- At least one year of experience leading youth programs (summer camps, conservation corps, teaching, or other similar facilitation roles)
- A passion for STEM programming
- A science/biology/education background is preferred
- Confident in leading programming to various age groups and abilities
- Must be able to supervise and instruct children of various ages in an outdoor setting
- Comfortable working with minimal supervision
- Excellent communication and professionalism skills
- Well organized and has great attention to detail
- Excellent driving record and valid driver's license
- Experience driving larger vehicles (cargo vans, RVs, trucks, and/or trailers) preferred

Benefits

- Explore some of Montana and Wyoming's most beautiful locations during the summer
- Receive an annual National Park's Pass
- Access to outdoor gear and clothing prodeals
- Supportive work environment
- Opportunity to gain valuable hands-on learning experience
- Weekends off and extended holiday weekends
- Meal allowance
- Lodging provided during workdays
- Cooking and basic camping equipment provided if needed
- Fuel costs of Mobile STEM Learning Center covered during workdays
- Make a difference in our community by helping make STEM programming accessible to girls in rural and Native American communities
- Discounts on Girl Scout and GSMW merchandise

- Opportunity to earn internship credit (if desired)

Physical Demands

- Frequent sitting, standing, and walking
- Driving long distances
- Use of fingers, hands, and arms
- Reaching, bending, stooping
- Close, distance, and peripheral vision
- Able to climb, crouch and walk on uneven terrain
- Able to actively participate in physical programming with participants
- Able to work indoors and outdoors in all types of weather
- Able to adapt to the changing demands of the position
- Possibility of driving in all types of weather conditions on different types of roadways
- Able to lift and carry up to 50 lbs.
- Able to stand for long periods, walk long distances, and bend and twist with or w/out carrying weight
- Visual and auditory ability to identify and respond to environmental and other hazards related to the program and/or site

Mental Demands

There are several deadlines associated with this position, which may cause stress. The incumbent must deal with a variety of people on various issues. The lack of cellular phone coverage and internet connectivity, among many resultant “discomforts,” may cause a sense of disconnection to home life and friends.

Environmental Conditions

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

Safety

GSMW will provide safe working conditions for each employee. In return, GSMW expects each employee to recognize their obligation to conduct themselves with regard not only for their own safety, but also for the safety of their fellow employees/volunteers. Employee is expected to follow safety rules and procedures, including those specific to their position. Employee is expected to attend and participate in safety meetings or training when required, and report unsafe circumstances to their supervisor or other specified individual. Employee shall perform all safety duties specific to their position.

Nothing in this position description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This job description is not a contract and should not be construed as a guarantee of employment for any specific period of time.