



2521 ST. PAUL STREET, BALTIMORE, MARYLAND 21218  
(410) 235-2210

### **Position Description**

**Position:** STEM After School Facilitator

**Hours:** This school-year position is for part-time employment during the after school hours from early September to end of May. The STEM Afterschool Facilitator will lead sessions for 4 hours per week (Tu/Th from 3-5pm). An additional two hours will be required per week for planning and preparation. This position involves working some evenings and occasional weekend hours. The facilitator must participate in mandatory trainings.

**Description:** STEM Afterschool Facilitators support the implementation of the STEM Achievement in Baltimore Elementary Schools (SABES) program. The goal of SABES is to achieve STEM literacy within three specific Baltimore communities (lower Park Heights, Greater Homewood and Greektown/Highlandtown) by comprehensively engaging the community in STEM learning practices situated within these same communities. SABES is deeply committed to locating STEM within the world of the children we serve, rather than asking them to journey to the world of the scientist.

The VLP is looking for a committed individual who wants to increase their experience working with urban youth. The STEM Afterschool Facilitator is responsible for managing all SABES activities in the VLP's LINK After School program including: academic curriculum delivery, lesson planning, attendance tracking, management of volunteers and classroom assistants, and participation in STEM showcase events.

### **Responsibilities:**

#### Programming

- Implements the STEM afterschool program for grade 3-5 students
- Coordinates with Johns Hopkins University Research teams and community members to facilitate STEM afterschool curriculum and student-driven projects
- Submits weekly lesson plans, student and mentor attendance records and photos
- Regularly reports on progress and implementation issues to the SABES team and VLP leadership
- Teaches STEM curriculum, provide guidance for student-driven projects, structures interactions with STEM experts
- Supervises participants in the classroom, adhering to safety guidelines and maintaining positive learning environment
- Prepares materials for STEM lessons and coordinates with the program manager to order necessary supplies
- Attends and supports Family Fun Night activities, STEM Recognition showcases (held

*SABES is supported by the General Motors Foundation and based upon the SABES program supported by the National Science Foundation under Grant No. DUE-1237992.*

- twice/year), End of Year celebration, and field trips
- Participates in required training and staff meetings
- Participates in the supervision and evaluation of STEM classroom assistants & volunteers
- Actively utilizes the VLP library, its staff, and its services
- Models positive relationships between youth and co-workers

#### Reporting

- Keeps accurate student classroom files including, but not limited to:
  - An updated daily roster/attendance
  - Weekly entry of daily attendance and enrollment and dismissal of students to capture classroom activities and outcomes
  - Regular progress reports for each student
  - Updated household information for each student, especially phone numbers
- Active participation in student and family surveys and assessments
- Assists in evaluating program for its effectiveness by providing regular input to aid in its success

#### Staff Collaboration and Community Outreach

- Provides a high level of customer service to parents, partners, library patrons, and the general public
- Works as part of a team to achieve the VLP's Mission and to integrate the VLP's Core Principles in all efforts
- Attends VLP program staff meeting and meets with supervisor, as needed
- Addresses email requests and phone messages in a timely manner
- Opens and closes library and 2510 building using proper security procedures

Performs other related duties as assigned

#### **Minimum Qualifications:**

- 2-3 years teaching experience in an urban setting
- B.A. in Education or related field; teaching certification preferred
- Flexibility, initiative, creativity, and excellent organizational and planning skills
- Commitment to providing service to a diverse, urban population
- Excellent interpersonal communication skills for working with both children and adults

**Starting Compensation:** \$19-\$20/hour

Please send resume and cover letter to [link.hiring@villagelearningplace.org](mailto:link.hiring@villagelearningplace.org). Please specify position (STEM After School Facilitator) in email subject line. No phone calls, please.

Post-offer background check and fingerprinting required.



*SABES is supported by the General Motors Foundation and based upon the SABES program supported by the National Science Foundation under Grant No. DUE-1237992.*

*updated 1/17*