



THE PAST FOUNDATION

Job Description

Job Title: Assistant Coordinator for Innovators Club

Date: August 1, 2019

Department: Bridge Programs

Supervisor: Ashley Price ; Assistant Director of Bridge Programs
Andy Bruening ; Director of Bridge Programs

FSLA Status: Non-Exempt

Overall Responsibility and Objectives:

The Assistant Coordinator will work directly with students to provide a safe, responsible, well-supervised STEM R&D experiences while acting as a positive adult role model and mentor. The Assistant Coordinator must have a genuine interest in the growth, development, and provision of a safe, nurturing, and fun environment for the students they teach.

The Assistant Coordinator of Innovators Club is responsible for implementing provided lessons that meet PAST Foundation requirements with the opportunity to create and facilitate original material. The Assistant Coordinator is responsible for preparing materials and supplies, preparing an engaging and creative learning environment, establishing a positive rapport with members and co-workers.

Key Tasks and Responsibilities (Major duties and responsibilities typically assigned to this position):

1. Create a safe, welcoming and inclusive environment for all children.
2. Implement fun and engaging developmentally appropriate activities in the areas of problem based learning and STEM.
3. Work with community members to implement planned activities and provide classroom management during activity time.
4. Lead and supervise small and large group activities.
5. Mentor students as it directly relates to homework assignments.
6. Serve as a positive role model for children in the program through appropriate dress, speech, attitude and courtesy.
7. Maintaining accurate records of student attendance, and communicating absence students to immediate supervisor.
8. Communicate with parents through daily pick-up.
9. Keep learning labs neat and orderly.
10. Work cooperatively and collaboratively with staff, parents, and community members.



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Required Skills:

To perform this job well an individual must be capable of self-directed work under the supervision of the Assistant Director. The individual shall be capable of implementing content for Bridge Programs for students across multiple grade bands. The individual must be well organized, possess strong leadership skills, be able to work independently, and work well in a team setting.

Experience and Educational Requirements:

- High School Diploma or GED required.
- Must pass criminal background check and fingerprinting.
- Experience working with youth in a classroom, after school, or recreation environment.
- Excellent verbal, written, and interpersonal communication skills.
- Attention to detail, well organized, and accurate.
- Ability to handle multiple projects.
- Ability to work in a team based environment.
- Strong ethics and ability to provide input on projects and decisions.

Physical Requirements:

Occasional sitting, focusing on and operating a computer. Ability to read printed words and numbers in printed form and on computer monitor. Periodic standing and leading of teachers or student classrooms. Lifting up to 25lbs may be necessary periodically.

Regular attendance and punctuality are an essential job function of this position.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform other job related duties requested by their supervisor.