



## Ministry Position Description

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**Position Title:** Program and STEM Coordinator (Part-time 25 hours/week)

**Reporting Relationship:** Executive Director (Door of Hope Ministries)

### Ministry Description:

Door of Hope Ministries is an outreach ministry of Door Creek Church. This position will be located on the Northside of Madison at its ministry center, 1181 N. Sherman Ave.

The Program and STEM Coordinator is responsible for developing, coordinating, and teaching STEM and other afterschool programming (including the arts) for 4th-8th grade students. Primary responsibilities include program instruction, curriculum development and revision, and materials management. The Program and STEM Coordinator also supervises volunteers, mentors, and contract instructors who teach the program. This position reports to the Executive Director.

### Program Management

- Foster working relationships with school administration and teachers
- Coordinate program logistics and collaborate with principals, teachers, and parents
- Proactively recruit students to participate in the program and manage student application process'
- Maintain clear and effective communication with parents, teachers, school administrators, and STEM instructors
- Assess student learning and evaluate the program's success to monitor program effectiveness
- Document student assessment, attendance, student, parent, and teacher survey data and maintain effective systems for tracking and evaluating data
- Recruit, mentor, and supervise STEM program volunteer instructors and high school interns
- Develop ongoing training and professional development opportunities for STEM program instructors and high school interns
- Coordinate program logistics, instructional topics, and required teaching materials with STEM program instructors and high school interns
- Build program awareness through social media, web, and print materials in partnership with communications staff
- Annually write a detailed and comprehensive annual report of the STEM program
- Give presentations highlighting the implementation and impacts of the STEM program to audiences including prospective donors or grant providers, school district, or organization's board of directors

## Qualifications

- Bachelor's degree in Education, or STEM related field preferred
- Some elementary to middle school level teaching experience
- Curriculum development experience
- Detail-oriented, organized, and able to provide exceptional customer service
- Creative in curriculum design and development
- Positive, flexible, and friendly
- Independently driven team player
- Current driver's license and safe driving record for the past 3 years
- Experience in working in diverse community and with diverse students/families
- Maintains personal, spiritual, and professional growth
- Possesses a vibrant growing personal committed relationship with Christ.
- Experience working in multi-ethnic communities and with multi-ethnic staff and volunteers
- Embrace the mission and vision of Door Creek Church, an attender of Door Creek Church

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.