Greater Wyoming Valley Area YMCA

Job Title: **Mericle Scholars Coordinator**

Reports to: Senior Program Director

Employment Type: Full-time

Starting rate: $20.00/hour

POSITION SUMMARY:

The Mericle Scholars Coordinator is responsible for designing, implementing, and evaluating innovative STEM, leadership, and outdoor education programming throughout the Greater Wyoming Valley Area YMCA branches. The Coordinator collaborates with staff and community partners to integrate STEM and outdoor education curriculum across all locations and ensure alighnment with academic standards and career readiness goals.

**ESSENTIAL FUNCTIONS:**

1. Develops and oversees STEM and outdoor education curricula, activities, and events for middle to high schoolers across multiple school district locations.
2. Facilitates professional development and training related to STEM best practices.
3. Hires, trains, and supervises Program Staff to oversee STEM programming at various YMCA and school district locations, as necessary.
4. Collaborates with local businesses, universities, school districts, and organizations to enhance STEM learning opportunities.
5. Contributes to the ongoing development, implementation and evaluation of all STEM programming.
6. Creates and maintains a nurturing, productive and fun learning environment for participants.
7. Maintains positive working relationships with all staff, and works closely with Youth staff to ensure successful lessons and workshops.
8. Secures and manages STEM-related grants, materials, and resources.
9. Supports staff in implementing instructional strategies and integrating technology effectively.
10. Evaluates program effectiveness using student outocmes and feedback to inform continuous improvement.
11. Completes other duties as assigned by supervisor or Branch administration.
12. Promotes diversity, equity, and inclusion withing all programming.
13. Follows mandated abuse reporting requirements.

QUALIFICATIONS:

1. Bachelor’s degree in Education, STEM-related field, or equivalent.
2. Teaching and classroom experience strongly preferred.
3. Excel at working collaboratively with others.
4. Demonstrated knowledge of STEM disciplines and project-based learning.
5. Experience with instructional technology, coding, robotics, or engineering platforms is a plus.
6. Strong leadership, collaboration, and communication skills.
7. Obtain all necessary clearances.
8. Obtain and maintain all new hire certifications and trainings within 30 days of hire.

PHYSICAL DEMANDS

Demands include (but are not limited to): Visual acuity, talking, hearing, lifting (up to 40lbs. independently, more than 40lbs. with assistance), walking, stooping, rising, kneeling, crouching, sitting or standing (for sustained periods of time), reaching, pushing, pulling, balancing, climbing, feeling, grasping and other repetitive motions of the hands, fingers and wrists. Detailed definitions of each action are available upon request. Demands may be subject to possible modification upon request to reasonably accommodate individuals with disabilities as reviewed and approved by the human resources department.

**YMCA COMPETENCIES (Leader):**

Mission Advancement: Accepts and demonstrates the Y’s values. Demonstrates a desire to serve others and fulfill community needs.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person’s point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**Employee Acknowledgement**

*I have received, reviewed and fully understand my job duties and responsibilities as outlined above. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.*

Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YMCA Mission: To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.