



STEAM Programs Specialist

PERFORMANCE PROFILE SOURCE: Program Management

DEPARTMENT: Programs

REPORTS TO: Teen Services Director

FLSA STATUS: Part-Time Non-Exempt

Salary: \$20-25/ hour

LOCATION: Canoga Park High School, Chatsworth High School, Cleveland HS

PRIMARY FUNCTION:

Collaborates with the Director of Programs to coordinate, develop, and implement all STEAM related programs and activities. Responsible for assessing, evaluating and reporting all STEAM programs and activities at assigned locations. Provides supervision and control over youth, staff, and volunteers. Provides vision for the STEAM program and spaces for teen age groups (grades 9-12) and is responsible for maintaining supplies and equipment inventory as it grows and expands. Seeks out additional opportunities for members through community partners and relationships. Maintains relationships with school administrators/faculty to help ensure the participation of students in our after-school programs.

KEY ROLES (Essential Job Responsibilities):

Leadership

1. Collaborates with the Teen Services Director, Site Coordinators, and staff on developing and creating a vision for STEAM programs for the organization.
2. Explores partnerships and grows support for the program throughout the West Valley.
3. Recruits and trains YPD staff, volunteers, and interns in STEAM programs.
4. Provides recognition to members for their effort, participation, and engagement.
5. Oversee CyberPatriot program implementation, including training, practice sessions, and preparation for competitions.
6. Ensure consistent recruitment and engagement of students, maintaining an active roster of **10–15 participants** in the cyber patriot program.
7. Support students in developing skills related to cybersecurity, coding, and STEAM career exploration.
8. Be available to attend and coordinate participation in the following CyberPatriot and STEAM events:

CyberPatriot Competitions:

1. *Round 1:* October 25, 2025
2. *Round 2:* November 15, 2025
3. *State Round:* December 13, 2025
4. *Semifinals:* January 24, 2026



5. *National Finals (for qualifying teams): March 20–24, 2026*

6. *Coding Competition at a local college: May 5, 2026*

Program Development and Implementation

1. Design and implement a comprehensive STEAM program with goals and objectives each year for 9-12th grade groups.
2. Plan and execute STEAM activities for 9-12th grade during fall/spring semesters and Camps.
3. Makes recommendations concerning the development of STEAM programs in collaboration with the Teen Services Director.
4. Maintains and submits all record keeping including, but not limited to, program reports, member enrollment, attendance reports, and activity calendars.
5. Ensures that all STEAM supplies are stocked and in good condition, submits orders for purchase of supplies as needed, and maintains an organized and tidy work area.
6. Promotes, recruits, and implements all STEAM programs at assigned sites in collaboration with YDPs.
7. Collaborates with potential community partners (technology companies, libraries, coding and robotics groups, corporate supporters, schools, etc.) to develop field trips, volunteer engagement opportunities, curriculum partnerships, etc.
8. Evaluate program curriculum and implementation.
9. Participate in BGCA national program and training opportunities as necessary/desired.
10. Collaborates with Site Coordinators to promote opportunities for teens interested in STEAM related fields, such as field trips, mentorships, internships, career exploration etc.

ADDITIONAL RESPONSIBILITIES:

- Participation or leading special programs and/or events
- May be required to drive Club van (depending on driving record and age)
- May be required to work outside scheduled hours, evenings, and weekends
- Support other program activities and events such as parent events, high school events, and BGCWV fundraisers
- Preparing program space (cleaning and organizing) and decorating
- Assume other duties as assigned

RELATIONSHIPS:

Internal: Maintains close, daily contact with Club staff (professional and volunteer), Club members, and Teen Services Director to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

External: Maintains contact with School administration, (college counselors), teachers, members' parents, outside community groups, and others to assist in resolving problems.

SKILLS/KNOWLEDGE REQUIRED:

- Pursuing STEAM discipline.

Last Updated: 6/24/25



- Bachelor's degree preferred, or equivalent experience
- Experience working with youth ages 12-17.
- Knowledge of youth development.
- Strong interest in education and impacting member learning positively.
- Ability to motivate youth.
- Ability to work independently.
- Must be able to work a flexible work schedule including evenings and weekends.
- Fluent in Spanish, preferred.
- Ability to deal with the general public.
- Strong communication skills both with staff and members and School administration.
- Excellent planning and organizational skills; ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Valid State Driver's License, if driving for Club business
- Positive attitude and disposition.
- Familiar with Excel and Word.
- Mandatory CPR and First Aid Certifications and TB clearance.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT:

Able to stand or sit for extended periods. Able to bend and move around to engage members. Able to lift and move up to 50 lbs. Must be available Monday-Friday After School Hours (1:00 pm-6:00 pm) with the possibility of Saturday scheduling based on availability.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____

Print Name and Sign

_____ Date

Approved by: _____

Teen Services Director

_____ Date

For Office Use Only

Hire Date: _____ Hire Rate: _____ 90-day evaluation: _____

Approved by: _____

CEO

_____ Date

Entered into BBSI: _____



BOYS & GIRLS CLUB
OF THE WEST VALLEY

HR Manager

Date