



### **STEM/ Technology Coordinator**

Boys & Girls Clubs of Newport County, Inc.  
Newport, RI 02840

The STEM/ Technology Coordinator will provide technology support and/or management for the Club and will implement youth programs focused on science, technology, engineering and mathematics. The Stem/ Technology Coordinator will facilitate educational programs for members ages five through 16 who are enrolled in the Kids Clubhouse childcare program at our Central Clubhouse in Newport, RI.

**Position Type:** Full-time

**Positions Available:** 1

#### **Job Requirements**

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- Bachelor's degree or higher in an applicable field (IT, Instructional Technology, Stem) or a combination of education and at least 2 years of experience in a similar position.
  - Familiarity with current STEM research and professional associations
  - Citizenship, residency or work VISA in the United States required

#### **Job description/duties**

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#### **PRIMARY FUNCTION:**

The STEM/ Technology Coordinator is responsible for implementing a quality and comprehensive program plan utilizing tools and strategies set forth by the Boys & Girls Club of America and local organizations. With their No.1 priority being their work with kids during program hours, the person who fills this position will also be responsible for the items listed below.

#### **KEY ROLES**

1. Design and implement a high quality and comprehensive STEM program plan utilizing tools and strategies set forth by the Boys & Girls Club of America, local and federal funders and the RI Department of Education
2. Work with the staff to ensure that the program and equipment is properly supervised, and equipped for routine use
3. Ensure a safe and respectful environment by orienting members to club rules, expectations and safety protocols. Address all issues in a timely manner
4. Collaborate with program directors and staff on curriculum ideas

5. track and monitor attendance and work with the staff to implement a recruitment plan to maximize program participation
6. Serve in both advocate and coordinating capacities between the Club's STEM program and potential community partners (libraries, schools, corporate, etc..) to develop field trips, volunteer opportunities, curriculum partners etc...
7. Assist in the evaluation of club-wide programs and services. Evaluations include the Formula for Impact, National Youth Outcomes Initiative, Brightstars and RIPQA
8. Participate in strategic planning to improve the quality of services, recruit and retain participants and generate revenue
9. Provide leadership and program support for summer camp. This may include Camp Grosvenor or our Hasbro Summer Learning Initiative Program for 8-10 year old students

#### Networking/ Security

10. Manage content filtering, network security and workstation updates
11. Provide maintenance, troubleshooting and IT assistance to staff for networks, hardware, or support any outside vendors hired to provide maintenance
12. Manage network security and login credentials for staff and members
13. Maintain licensing compliance for software. Manage and request updates as needed
14. Assist with grants management and program development
15. Other duties as assigned

#### Welcome to the Boys & Girls Club of Newport County

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The mission of the Boys & Girls Clubs is to inspire and enable all young people, especially those who need help most, to realize their full potential as productive, responsible and caring citizens. For nearly 60 years, the Boys & Girls Clubs of Newport County has provided quality programming and services not only to those less-advantaged children and their families but to all youth in our community. The Club is part of a nationwide movement of more than 4,000 Boys & Girls Clubs, and we provide services to more than 1,800 members annually.

The Boys & Girls Clubs of Newport County offers a variety of programs for youth, adults and families. Programs include after school licensed child care, homework help, a teen center, summer camp, aquatics, a fitness center, dance, technology, music and fine arts.

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#### Contact Information:

Email resume and cover letter to:

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