

Curriculum Coordinator

(\$1500 Stipend)

Purpose of the position:

- Recruit STEM core class teachers and workshop presenters.
- Review proposed curriculum from volunteer teachers

Teacher Selection Criteria: The curriculum coordinator should be an experienced educator (current or retired), with strong organizational skills.

Responsibilities and Duties

- Reviews proposed STEM curriculum from volunteer teachers and workshop presenters to ensure a wide range of STEM offerings which provide stimulating hands-on activities and STEM focused course work
- Notifies the Volunteer Coordinator as soon as a teacher or workshop presenter is confirmed and strongly encourages said individual to complete all required paperwork/training/fingerprinting, etc. requested by the Volunteer Coordinator in a timely manner.
- Provides deadlines and single follow up to volunteer teachers selected to provide Tech Trek programs for the current camp year for submission of course descriptions and materials lists.
- Coordinates course materials with teaching staff to ensure that carryover supplies are used first prior to purchasing new materials. Teachers will be expected to purchase their own materials and be reimbursed for those materials. Before making purchases, teachers should consult with the curriculum coordinator to utilize any materials already in inventory. Any amounts over \$500 must have approval of the curriculum coordinator and project director/assistant director prior to purchasing.
- Emphasizes to all teaching staff the importance of completing training as assigned (both online and in person), reporting to camp on time and utilizing the time on campus prior to camper arrival to set up assigned classroom space, organize supplies, etc.
- Coordinates with Camp Director(s) for storage and rotating supplies to keep minimum of perishables and to keep storage of supplies at a minimum between camps. Inventory lists should be updated annually with copies to camp director and project director; copies of inventory to be provided to teaching staff once they are selected and agree to teach. Every effort should be made to use items from inventory before purchasing any materials.
- Becomes familiar with camp schedule and activities
- Provides schedule for "Taste of Core" workshops (when presented) and other planned workshop sessions
- Serves as a resource to teachers and workshop presenters regarding managing class size, camper behavior and help to maintain best working relationship between hosting institution and all staff
- Acts as a good role model to teachers, outside presenters and students
- Conducts herself professionally, has integrity and is a team player
- Communicates with campus liaison, project and camp directors and other camp staff regularly while monitoring challenges as they occur

Qualifications

- Has teaching experience, school setting preferred, in STEM field (multiple years preferred)
- Is a non-teacher/STEM Professional with customer service or adult learner teaching experience
- Has proof of successful federal background check performed within 6 weeks of camp start date
- Enjoys working with 12–13-year-old girls
- Has commitment to STEM education
- Exhibits an encouraging and motivating personality
- AAUW member commitment expected
- Resides on campus throughout week of camp; room and board provided by AAUW WA Tech Trek.

Training

- The Camp Director will provide training on camp policies and procedures.