



**Job Title:** Youth Assistant STEM Instructor

## **Program Overview**

The Young Emerging Scientist (Y.E.S.) Program is a program of Jewels Academy that provides a hands-on approach to STEM orientation. It aims to increase the young women's exposure to STEM using a best practice curriculum. The target demographic of the Y.E.S. program are females, minority groups, low-to-medium economic status girls in grades 4th - 9th.

The Math Camp program of Jewels Academy solidifies math foundational skills that enable girls to feel and complete math in a confident manner. It aims to increase girl's self-efficacy about mathematics. The target demographic of the Y.E.S. program are females, minority groups, low-to-medium economic status girls in grades 4th - 9th.

## **Position Summary**

This position requires love, patience and respect for children. The assistant instructor will encourage the children to be independent and to work collaboratively and model for them appropriate manners and behaviors. The assistant instructor will also instruct children in activities designed to promote social and intellectual growth following the principles of Jewels Academy by performing the following duties specified below.

## **Essential Duties and Responsibilities include the following (other duties may be assigned)**

- Able to be present and on time to planning sessions
- Adhere to Jewels Academy's safety policies and procedures.
- Follow and respect the directives of the lead instructor.
- Utilize appropriate language, interactions, and positive discipline.
- Engage with students by being encouraging, helping and patient. A joyful attitude and positive presence will help set the appropriate learning atmosphere for the workshops.
- Become familiar with the STEM projects by attending any required training as specified by Jewels Academy CEO, volunteer leaders and/or head instructor(s).
- Assist the head instructor with providing the children with a "prepared environment" by performing the following activities (other duties may be assigned).
  - Classroom setup (may include help with equipment setup and testing)



- General understanding of the STEM projects (as gained through training attendance and/or required reading materials).
  - Prepare workshop materials per guidance of head instructor.
- Assist with individual and/or group activities by performing the following activities (other duties may be assigned).
    - Assist students with the use of equipment and classroom activities.
    - Hand out course materials.
    - Organize students into teams/pairs when appropriate.
    - When possible answer student questions or direct student questions to the lead instructor.
  - Maintain open communication with head instructor, students, parents and volunteers.
  - Help resolve minor issues that may occur between students or gather help from the head instructor or appropriate adult volunteer.
  - Report any safety or behavioral incidents to head instructor and/or appropriate adult volunteer.
  - Successfully complete Evelyn K. Davis youth summer job training

### **Desired Skills/Traits**

- Computer literate
- Teachable
- Ability to work well in a collaborative and classroom environment
- Able to communicate with adults and younger children
- Shown interest in science, technology, engineering and/or math
- Demonstrated academic excellence as shown through high school transcripts and references

### **Stipend**

This position is paid through a monthly stipend as defined by the program lead and will be communicated upon hiring.

### **Information for Parents**

Be prepared to ensure your child has transportation to and from the workshop sessions as defined by the program lead.