

**JOB DESCRIPTION – Summer Camp Coordinator** rev. 12/2/2021

**I. NATURE AND REQUIREMENTS OF POSITION**

This position assists Iowa State University and Extension (ISUEO) in Region 19 (Iowa, Johnson, Keokuk and Washington) to create and support youth science, technology, engineering and mathematics (STEM) education. The Coordinator will be responsible for organization/delivery of day camp opportunities for youth ranging in age from kindergarten-6th . This Summer STEM Camp Coordinator works as a team member with Iowa State University Extension & Outreach staff, County Extension Council and community partners in these four counties to build interest in 4-H and STEM.

**II. QUALIFICATIONS FOR EMPLOYMENT**

- Completed post-secondary education or currently pursuing a college degree
- Excellent organizational skills, strong communication skills, written and verbal, computer skills.
- Evidence of excellent performance working with and teaching youth in group and classroom settings to include positive youth development, behavior and risk management.
- Capable of delegating tasks and coordinating volunteer efforts.
- Proficient in Microsoft Word, Excel, Powerpoint, Publisher, Internet and E-mail.
- Demonstrated interest in youth and volunteer leadership, ability to work with a team.
- Ability to lift moderate weights (files, books, stack chairs, move tables, etc.)
- 4-H experience preferred, but not required.
- Valid drivers' license and reliable transportation.
- Employment contingent on successful screening in Child Protection Safety Program.

**III. MAJOR DUTIES**

- Coordinate and deliver research-based educational youth programming to grades Kindergarten-6<sup>th</sup> grade. Topics include, but are not limited to: Healthy Living, Communication and the Arts, STEM, Leadership and Civic Engagement.
- Market 4-H and STEM opportunities to youth in each county, including but not limited to underserved populations.
- Work with youth & adult volunteers and county Extension & Outreach staff to coordinate these programs as they support existing and potentially new special interest clubs.
- Work independently and with other staff to secure necessary resources (volunteers, materials, and donations).
- Manage resources to ensure the effective delivery of educational programs.
- Present yourself as an ISU Extension & Outreach professional through public relations and networking.
- Report and evaluate the impact of programs through weekly program summaries.
- Comprehensive progress summary to County Extension Councils of activities, programming and impact at the end of the summer.
- This position will be jointly funded by participating County Extension Councils.

### III. Demands of the Position

1. This is a temporary summer position for a 4-week program season in June and/or July. Some weekends and evening may apply.
2. This position requires routine office demands, with occasional lifting of moderate weights including files, books, stacking chairs, and room set up.

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Signature of Employee

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Date

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