

## **GIRLS INCORPORATED OF SIOUX CITY**

### **Job Description for Operation SMART Program Specialist**

The Operation SMART Program Specialist (OSPS) prepares and teaches research-based, age-appropriate programs related to math, science, technology and engineering. The OSPS also designs and implements math, science, technology and engineering activities and events at the center and in the community. The OSPS is employed by the Executive Director and the Program Director of Girls Incorporated of Sioux City.

### **CHARACTERISTICS**

The OSPS shall possess an understanding of math, science, engineering, and technology tenets at a level which will facilitate teaching primarily to K-9<sup>th</sup> grade students. The OSPS must demonstrate excellent interpersonal, written, and oral communications skills. The OSPS must have the ability to be creative, to effectively teach research-based programs and lead group activities for children. The OSPS should be knowledgeable, patient, energetic, a self-starter, creative, a motivator, and a problem solver.

### **PRINCIPLE RESPONSIBILITIES**

- Researches, plans and teaches appropriate science, math, engineering and technology programs/curricula and activities at the Center.
- Seeks opportunities for outreach programs in the community and plans, prepares and teaches age appropriate health and sexuality programs/curricula outside of Girls Inc.
- Provides in-service trainings to staff and community groups as needed and acts as resource for staff about Operation SMART programming.
- Oversees and assists with maintenance of the Girls Inc. computer learning center
- With the guidance of the Program Director, supervises work-study students and volunteers.
- Remains current on issues related to technology and disseminates information to the girls and staff as appropriate.
- Works with the Executive Director, Board and other staff to increase and maintain the visibility of the organization and its programs. As directed, professionally represents the organization in the community.
- Operates within an approved budget.
- Participates in staff meetings and conferences to share ideas and concerns and works collaboratively with other staff to meet agency and program area goals.
- Uphold and enforce Center rules and safety regulations
- Inform Program Director of any problems, concerns, needs trends or unusual activities.
- Performs other duties as assigned.

### **Qualifications:**

BS (or in progress) in science, math technology or related field  
STEM teaching, math and science skills  
Technologically proficient and creative  
Prefer experience working with girls ages 6-14