



<b>Job Description</b>	
<b>MWMW Position Title</b> (type in CAPS): CHILDRENS PROGRAM ENGINEER CLASS COORDINATOR	
<b>Staff Group:</b>	<input type="checkbox"/> Executive Staff <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Program Director <input checked="" type="checkbox"/> Program Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> Retail Manager <input type="checkbox"/> Retail Staff <input type="checkbox"/> _____
<b>Immediate Supervisor:</b> McKenzie Lacy	
<b>Immediate Subordinates:</b> not applicable	
Full-time (30+ hrs/wk): Part-time (up to 29 hrs/wk): Work-Study:	
<b>Status:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	<b>Position Originally Created:</b> 2022 <b>Date Last Revised:</b> 2022
<b>Hours Per week:</b> 5 hours per week this includes 1-2 hours of teaching with additional hours to prepare for class.	
<b>General Summary:</b> STEM activities are included in our children's afterschool programming.	
<b>Critical Functions and Responsibilities</b>	
1. Lead a weekly engineering class for elementary age students.	
2. Ability to plan creative STEM and Robotics activities for elementary age children.	
3. Build positive relationship with the children	
<b>Additional Functions and Responsibilities</b>	
1. Follow all protocols to ensure child safety regarding equipment use, prevention of abuse, and any other policies of the program and Mission Waco Mission World.	
2. Participate in any training scheduled by program director.	
<b>Requirements/Preferences</b>	
<b>Minimum skills and knowledge required:</b> 1. Must have knowledge of kid friendly STEM/ Robotics activities 2. Mature attitude and good communication skills 3. Good technology skills.	<b>Skills and knowledge preferred:</b>
<b>Minimum previous experience required:</b> Previous experience in planning and leading activities for elementary age students.	<b>Previous experience preferred:</b>

*The functions and responsibilities contained in this Position Description are not all inclusive.  
Other duties and requirements may be assigned at any time.*

<b>Minimum education required:</b> High school diploma	<b>Education preferred:</b>
<b>Minimum communication skills required:</b> 1. Communicate effectively with children, volunteers and staff	<b>Communication skills preferred:</b> 1. 2.
<b>Special training, certification or licensing required:</b> 1. 2.	
<b>Behavioral, emotional, mental requirements:</b> 1. Mature attitude 2. Ability to be flexible 3. Good problem solving skills	
<b>Other requirements:</b> Able to lift 30 lbs., and physical mobility to move equipment around the room.  <b>Other preference:</b> Mature Christian	

*The functions and responsibilities contained in this Position Description are not all inclusive.  
Other duties and requirements may be assigned at any time.*