

Operations Site Director

Multiple Locations

| Seasonal Full-Time

| Management

Position Description: The National Society of Black Engineers (NSBE) is currently recruiting Site Directors for the 2017 SEEK program cycle. Summer Engineering Experience for Kids or the SEEK program, is hosting multiple camp locations across the nation to bring science and engineering principles to our youth and Site Directors will be instrumental to this work. Our Operations Site Directors (OSDs) will work to ensure a seamless and efficient SEEK Camp by managing all logistics and facilities of their respective SEEK camps. Affectionately called the “Back-End SD”, the Operations Site Director will build an efficient infrastructure for their SEEK site to run seamlessly, within. OSDs work in partnership with their Personnel Site Director and report directly to WHQ SEEK Staff.

Primary Responsibilities

Training Requirements

- Attend Site Leadership Training
- Participate in Spring training calls, in preparation for SEEK season
- Lead 3 program planning calls with Site Leadership Team

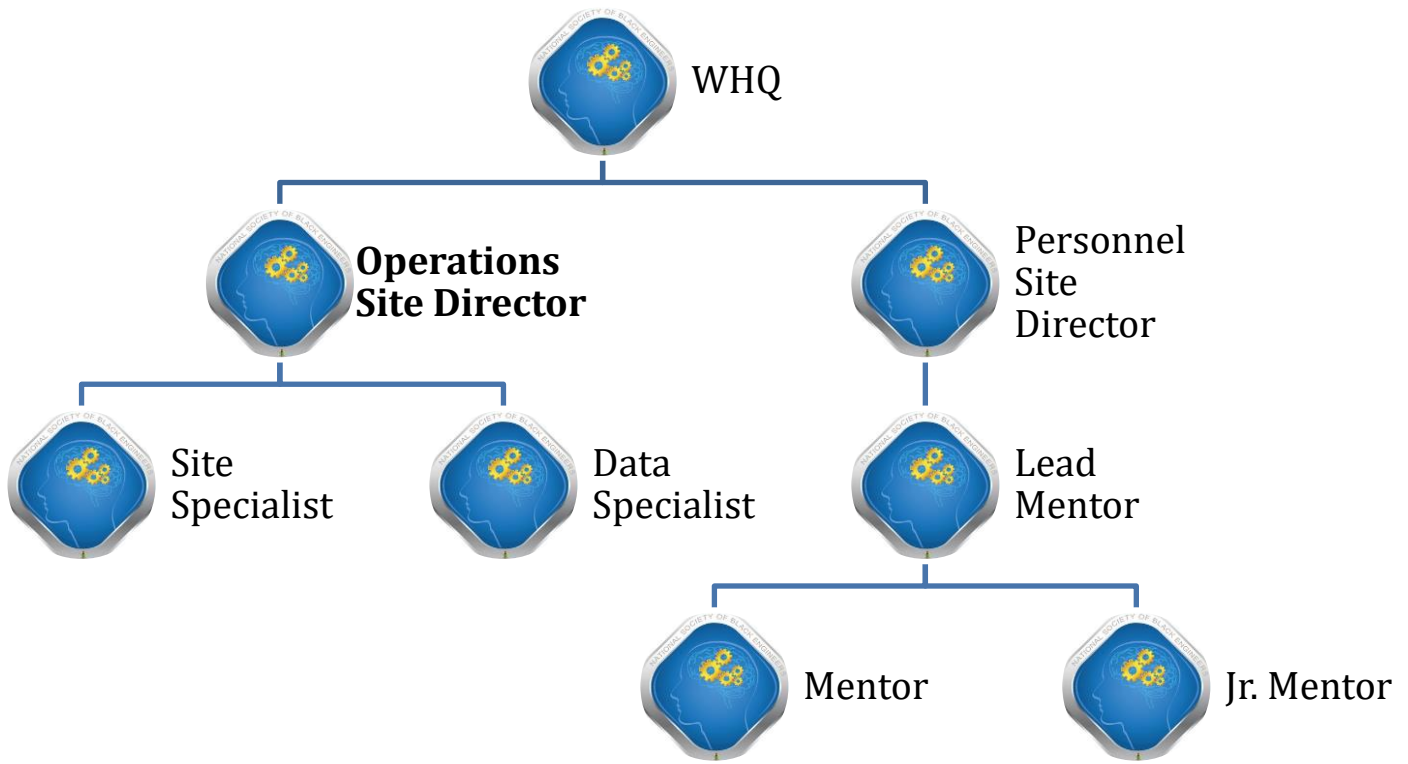
Mentor Operations

- Assist with the mentor recruitment & interview process
- Manage mentor meals during training
- Set Up and maintain Mentor GroupMe
- Review and approve all lesson plans submitted by the Lead Mentors
- Complete and submit Mentor Observation Evaluations to data specialist for all Mentors
- Manage daily mentor transportation and report any issues to WHQ Staff

Site Operations

- Lead site set-up and perform Facilities Walk-Through with Site Specialist
- Allocate and maintain all camp supplies
- Communicate with school officials and troubleshoot facilities issues
- Draft run of show for Parent Orientation and lead mentors in set-up
- Execute daily debrief meetings with Personnel Site Director for all site staff
- Manage corporate volunteers
- Serve as first point of contact for all Corporate and Sponsor questions/comments/concerns
- Coordinate Competition Fridays, NSBE Jr. Nights and STEM Days
- Streamline and disseminate all camp-wide communications
- Manage the Data and Logistics Specialists to ensure daily deliverables are met
- Document & Report any issues using appropriate channels to WHQ staff
- Keep WHQ staff informed of all developments with mentors, parents, students, volunteers, sponsors, etc.
- Support Personnel Site Director in staff management, as requested
- Produce and submit weekly reports to WHQ staff
- Attend 3 mandatory progress calls with WHQ SEEK staff during site
- Support overall implementation of the SEEK program through additional duties as directed
- Must oversee Before/After are services, upon request

Reporting Relationship:



Successful applicants will:

- have previous SEEK experience as a mentor, OC or Assistant SD
- be completing or have successfully obtained an undergraduate degree
- be at least 21 years old and an active NSBE member, in good standing
- submit to a criminal background check
- have intensive leadership experience
- embody the NSBE mission and see themselves as “servant leaders”
- possess strong work ethic
- communicate effectively with subordinates, peers, and students
- be CPR/AED First Aid Certified
- have proven proficiency in Microsoft Excel and Google Docs

Desired Qualifications

- Degree in a Science, Technology, Engineering, Mathematics, or Education field
- Program Management experience
- K-12 Teaching experience
- Ability to supervise and manage a group of children of varying ages
- Ability to support and lead a group of mentors
- Exemplary skills in organization, event-planning, and programming
- Ability to motivate students to learn STEM concepts
- Familiarity with public speaking to wide-audience of stake-holders speak
- Volunteer coordination & management experience
- Previous experience working with parents, corporations, and/or higher level staff is a plus

Personnel Site Director

Multiple Locations

| Seasonal Full-Time

| Management

Position Description: The National Society of Black Engineers (NSBE) is currently recruiting Site Directors for the 2017 SEEK program cycle. Summer Engineering Experience for Kids or the SEEK program, is hosting multiple camp locations across the nation to bring science and engineering principles to our youth and Site Directors will be instrumental to this work. Our Personnel Site Directors (PSDs) will work to ensure a seamless and efficient SEEK site by managing all mentors, parents, students and corporate partners. Affectionately called the “Front-End SD”, the Personnel Site Director will focus on professional development of all mentors at their site and serve as the primary liaison to parents, mentors and students. PSDs work in partnership with their Operations Site Director and report directly to WHQ SEEK Staff.

Primary Responsibilities:

Training Requirements

- Attend Site Leadership Training
- Participate in Spring training calls, in preparation for SEEK season
- Lead 3 program planning calls with Site Leadership Team
- Participate in all training and orientation sessions
- Have NSBE Phone on their person, at all times
- Attend 3 mandatory progress calls with WHQ SEEK staff during site

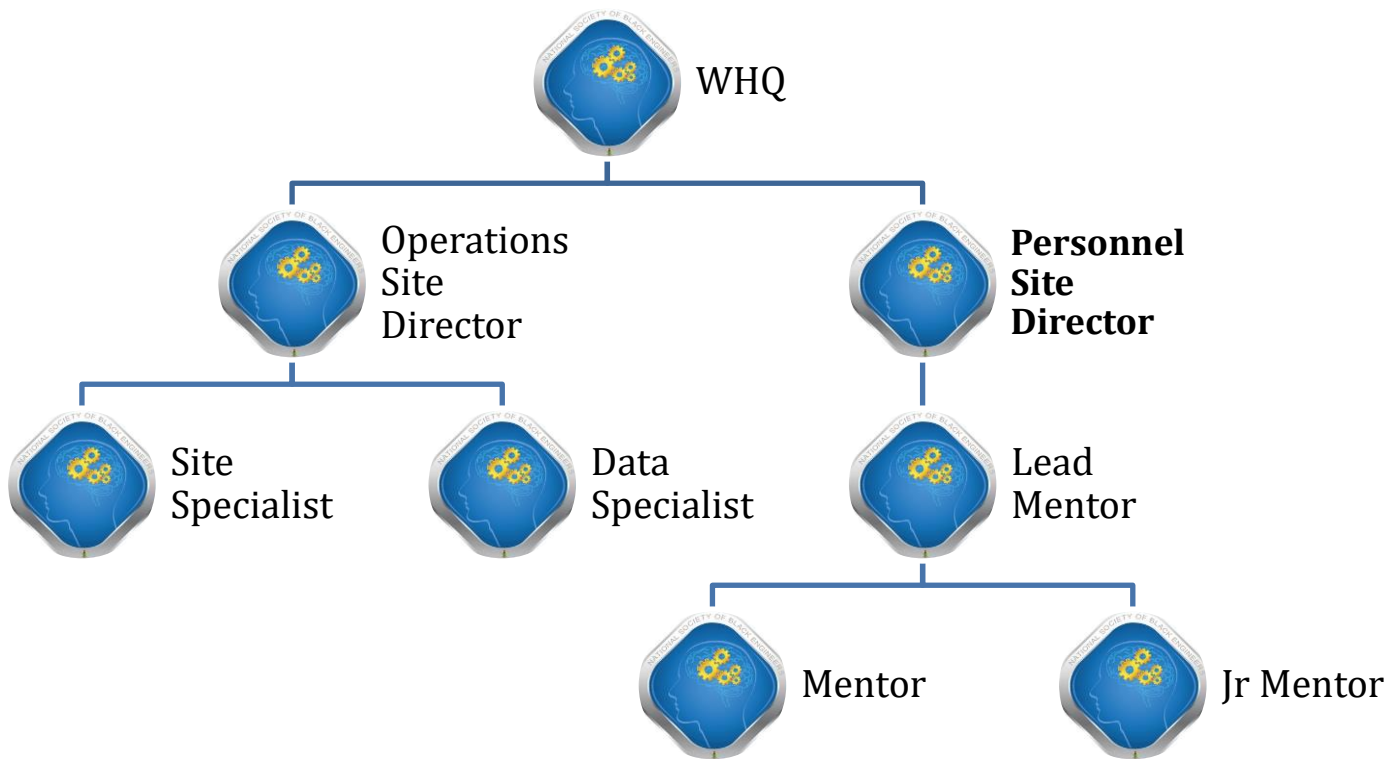
Mentor Development

- Teach, train, and inspire all mentors and site staff
- Submit and maintain mentor infractions and deductions
- Maintain and cultivate appropriate professional relationships with mentors, Site Director, WHQ staff, parents, other key officials and model that behavior for mentors and other Site Staff
- Complete and submit Mentor Observation Evaluations to data specialist for all Mentors
- Coordinate all mentor appreciation and professional development events
- Coach Lead Mentors and troubleshoot interpersonal and professional issues as they arise
- Conduct mentor observation and provide feedback on mentor progress
- Participate in all mentor debrief meetings
- Must oversee Before/After are services, upon request

Community Engagement

- Serve as the first line of contact for parents, sponsors & lead mentors
- Provide appropriate feedback to parents, whenever necessary
- Support Operations Site Director in leading daily debrief meetings
- Keep WHQ staff informed of all developments with mentors, parents, students, volunteers, sponsors, as necessary
- Submit and maintain incident reports and escalate issues of health and safety pursuant to NSBE policy
- Support overall implementation of the SEEK program through additional duties as directed

Reporting Relationship:



Successful applicants will:

- have previous SEEK experience as a mentor, OC or SD
- be completing or have successfully obtained an undergraduate degree
- be at least 21 years old and an active NSBE member, in good standing
- submit to a criminal background check
- have intensive leadership experience
- embody the NSBE mission and see themselves as “servant leaders”
- possess strong work ethic
- communicate effectively with subordinates, peers, and students
- be CPR/ AED First Aid Certified
- have proven proficiency in Microsoft Excel and Google Docs

Desired Qualifications

- Degree in the STEM or Education field
- Program Management experience
- K-12 Teaching experience
- Ability to supervise and manage a group of children of varying ages
- Ability to support and lead a group of mentors
- Exemplary skills in organization, event-planning, and programming
- Ability to motivate students to learn STEM concepts
- Familiarity with public speaking to wide-audience of stake-holders speak
- Volunteer coordination & management experience
- Previous experience working with parents, corporations, and/or higher level staff is a plus

Site Specialist

Multiple Locations

| Seasonal Full-Time

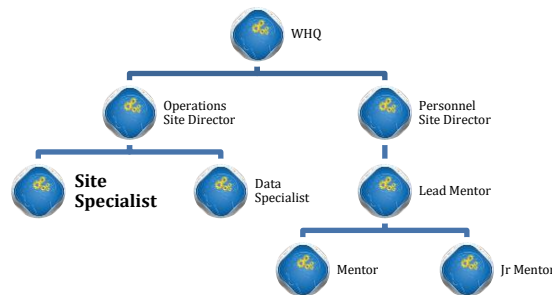
| Operations

Position Description: The Site Specialist's role is to assist the Operations Site Director and Personnel Site Director with the overall management of the SEEK Program. Additionally, under the supervision of the Site Directors, the Site Specialist will own and manage the set-up and close out of their SEEK site.

Primary Responsibilities

- Confirm all aspects of the FUAs for their site and confirm these details with National Staff
- Receive camp materials, as well as track and maintain camp supplies
- Run the set up and close out of the SEEK site, under the supervision of the Operations Site Director
- Manage Parent Committee and serve as Parent Volunteer POC
- Establish supply inventory and allocation procedures
- Monitor SEEK email, daily and answer all inquiries
- Conduct mentor observation and provide feedback on mentor progress
- Participate in all mentor debrief meetings
- Be able to participate in at least 3 program planning calls with Site Directors and Data Specialist
- Supervises the inventory of all SEEK supplies assigned for his or her site
- Assist Personnel Site Director in the planning of mentor appreciation and professional development events
- Support overall implementation of the SEEK program through additional duties as assigned
- Must oversee Before/After are services, upon request
- Train Mentors Emergency Protocol

Reporting Relationship:



Successful Applicants will:

- Currently a full time K-12 Teacher, employed fulltime by host site
- Be at least 21 years old
- Submit to a criminal background check
- Possess a strong work ethic
- Be willing to work on multigenerational team, reporting to younger team leads
- Be enthusiastic about creating efficient processes and protocols

Desired Qualifications:

- Teaching K-12 Math and Science subjects
- Previous NSBE experience as SEEK staff or NSBE Jr. Advisor
- Ability to plan, organize, and conduct program activities/events

- Excellent communicator
- Multi-tasking
- Proficiency in Microsoft Excel and Google Apps

Data Specialist

Multiple Locations

| Seasonal Full-Time

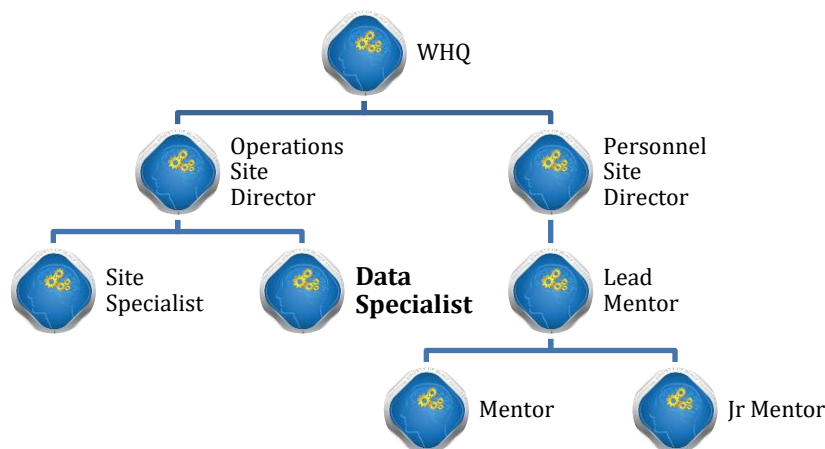
| Data Entry

Position Description: The Data Specialist's role is to support the Operations Site Director in delivering on the data entry requirements of their SEEK site. Additionally, under the supervision of the Operations Site Director, the Data Specialist will own and execute on daily, weekly and session-specific data reporting needs. These individuals raise the profile of the SEEK program by quantifying its ability to deliver an incredible summer experience for our learners.

Primary Responsibilities

- Input student and staff attendance, daily
- Manage and input student pre and post assessment results
- Submit daily mentor attendance to Personnel Site Director
- Maintain all mentor forms
- Participate in mentor debrief meetings
- Monitor SEEK email, daily and answer all inquiries
- Conduct mentor observation and provide feedback on mentor progress
- Participate in all mentor debrief meetings
- Participate in 3 program planning calls with Site Directors and Site Specialist
- Support overall implementation of the SEEK program through additional duties as assigned
- Must oversee Before/After care services, upon request
- Submit and manage all Mentor Observation forms

Reporting Relationship:



Successful Applicants will:

- Enjoy data entry and possess a meticulous attention to detail
- Be completing an undergraduate degree
- Be at least 18 years old and an active NSBE member
- Submit to a criminal background check
- Possess a strong work ethic
- Be enthusiastic about repetitive tasks and large volume of data compiling
- Possess a strong understanding and familiarity with data entry and reporting software (i.e. Excel, Google Analytics)

Desired Qualifications:

- Previous experience as researcher/research assistant
- Clear and effective communicator
- Task manager and multi-tasker

Lead Mentor

Multiple Locations

| Seasonal Full-Time

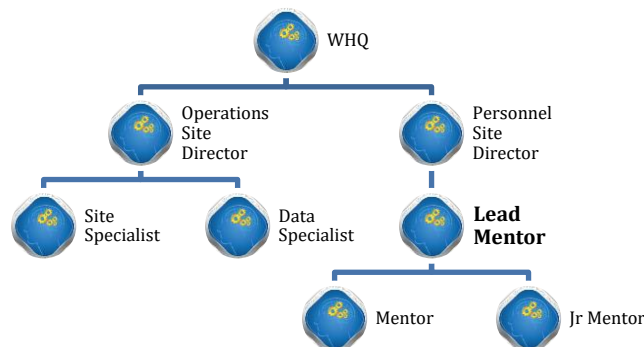
| Classroom Instruction

Position Description: The SEEK Lead Mentor is the leader within their classroom. They are directly responsible for the level and rigor of instruction within their classroom. Lead Mentors work to serve our students and ensure that they are retaining the engineering curriculum as well and enjoying that learning! Lead Mentors directly supervise 2-3 mentors and the overall learning process, within their classroom. Mentors will be notified of “Lead” status, during on-site mentor training.

Primary Responsibilities

- Record student attendance, daily and submit lesson plans, weekly
- Manage classroom activities and daily curriculum instruction
- Record and submit incident forms to Site Directors
- Administer weekly ITEST student evaluations
- Run point on end-of-program close out procedures
- Maintain all student forms and classroom supplies
- Serve as first point of contact for any mentor needs, concerns or issues
- Participate in frequent mentor debrief meetings
- Support overall implementation of the SEEK program through additional duties as assigned
- Must oversee Before/After are services, upon request

Reporting Relationship:



Successful Applicants will:

- have previous SEEK experience
- be completing or have successfully obtained an undergraduate degree
- be at least 18 years old and an active NSBE member, in good standing
- submit to a criminal background check
- possess intensive leadership experience
- embody the NSBE mission and see themselves as “servant leaders”
- possess strong work ethic
- communicate effectively with SEEK team, parents, and students
- be CPR/ First Aid Certified
- current sophomore status or higher

Desired Qualifications:

- Previous experience with K-12 classroom instruction
- Natural disposition inviting to young learners
- Enthusiastic about teaching engineering concepts to younger populations
- Ability to support and lead a group of peers
- Degree in STEM or Education field

Mentor

Multiple Locations

| Seasonal Full-Time

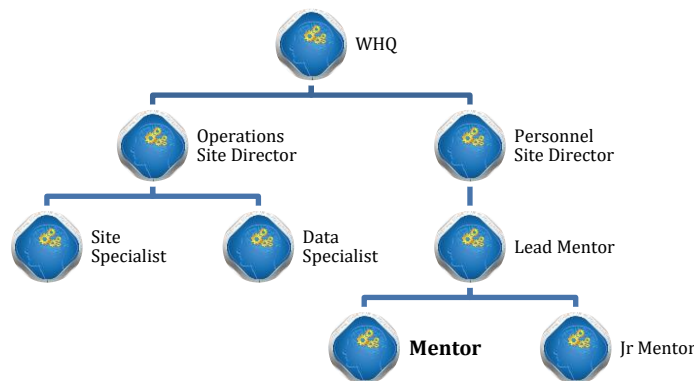
| Classroom Instruction

Position Description: SEEK Mentors are the foundation of the SEEK Program. In teams of three or four, SEEK Mentors manage a classroom of twenty to thirty students, providing them introductory math, science, and engineering skills. Mentors serve as role models for their students--as ethical leaders within the classroom strongly committed to the ideals of the National Society of Black Engineers (NSBE). Mentors are the embodiment of the NSBE mission and help to deliver of the goals of the SEEK program. These individuals are the gateway to encouraging our young learners to explore Engineering and work to inspire them everyday

Primary Responsibilities

- Enthusiastically and effectively teach engineering curriculum to students
- Run classroom activities and daily curriculum instruction
- Escalate any issues, first, to Lead Mentor and then, Personnel Site Director, when appropriate
- Collaborate on weekly lesson plans
- Keep track of student forms and classroom supplies
- Attend all mentor debrief meetings, Mentor Training and Parent Orientation
- Support overall implementation of the SEEK program through additional duties as assigned

Reporting Relationship:



Successful Applicants will:

- be completing or have successfully obtained an undergraduate degree
- be at least 18 years old and an active NSBE member, in good standing
- submit to a criminal background check
- have a strong work ethic and commitment to bringing STEM education to young learners
- embody the NSBE mission and see themselves as “servant leaders”
- possess strong work ethic
- communicate effectively with SEEK team, parents, and students
- be CPR/First Aid Certified
- current sophomore status or higher

Desired Qualifications:

- Previous experience with K-12 classroom instruction
- Natural disposition, inviting to young learners
- Enthusiastic about teaching engineering concepts to younger populations
- Adaptable to a changing work environment with various stakeholders
- Degree in STEM or Education field

Jr Mentor

Multiple Locations

| Seasonal Full-Time

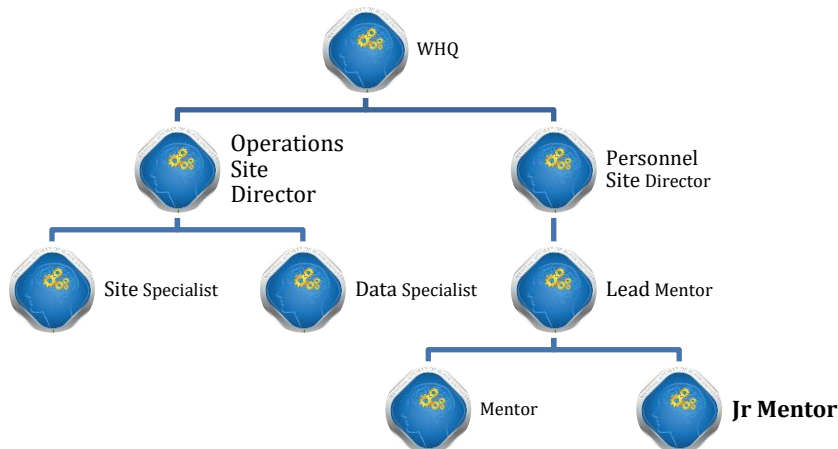
| Classroom Assistant

Position Description: Jr Mentors are a crucial component of the SEEK Program. They assist in classrooms of twenty to thirty students, by reviewing STEM educational material with students in small groups. Jr Mentors will also aid in the implementation of classroom policies and procedures, to help promote a positive learning experience for learners. Jr. Mentors will work closely with Site Leadership aiding the team in an administrative role.

Primary Responsibilities

- Enthusiastically and effectively assist in teaching of engineering curriculum to students
- Reinforce lessons presented by SEEK Mentors by reviewing material with students one-on-one or in small groups inside a classroom environment
- Aids in the implementation of the SEEK programs policies and classroom rules to help promote constructive student behavior
- Participates in classroom activities and assists with daily curriculum instruction
- Escalate any issues to Lead Mentor, when appropriate
- Assists Mentors with recordkeeping, student attendance and grading of assignments
- Support overall implementation of the SEEK program through additional duties as assigned

Reporting Relationship:



Successful Applicants will:

- Be current high school students with an articulated interest in STEM
- Be an active NSBE Jr. member, in good standing
- Have a strong work ethic and commitment to bringing STEM education to young learners
- Embody the NSBE mission and see themselves as “servant leaders”
- Communicate effectively & respectfully with SEEK team, parents and students

Desired Qualifications:

- Previous experience with K-12 classroom instruction
- Natural disposition, inviting to young learners
- Enthusiastic about teaching engineering concepts to younger populations