2023-2024 AmeriCorps Member Position Description

Partner Organization Name: STEM Library Lab

Corps Member Position Title: STEM Library Coordinator

Supervisor: Szabi Varga

Days/Hours of Service: M-F 10-6

Physical Location: 3011 N I 10 Service Rd E, Metairie, LA 70002

Organization Mission and/or Goals:

STEM Library Lab fosters high-quality active learning by providing teachers with access to equipment, programs, experiences and STEM instructional support to drive student success. We envision that students in every classroom have exposure to quality educational experiences that prepare them for a 21st Century future.

Program Mission and/or Goals:

The Equipment Lending Co-op, our flagship program, provides access to STEM equipment in Greater New Orleans public schools by ensuring that local classrooms have the equipment and supplies necessary for active learning. A lesson plan database and reference book collection accompany the materials. Communities of Practice Workshops are held around specific science topics, intended to ensure teachers have the content knowledge needed to implement high quality classroom learning. In our 6 years of operation, over 300 teachers borrowed 668 times, resulting in 2,138 new inquiry-based lessons for 16,500+ students and saving schools over $400,000.

Essential Functions of Position:

1. Library Maintenance
   ● Assist in maintaining a physical library and online inventory of STEM (science, technology, engineering and math) equipment and resources for use by local teachers;
   ● Managing check out/in process for equipment orders by pulling/restocking equipment from storage, packaging it for transport/assessing condition, identifying associated safety or usage trainings, and meeting with teachers for pick-up;
Performing cleaning and maintenance as needed to keep equipment in good working order;
Assist in managing interns and recurring library volunteers in their duties.
Assisting teachers to find appropriate equipment or lessons that meets the needs of their curriculum/standards;
Assist in creating and conducting Communities of Practice Workshops.

Library Events
Planning events that demonstrate the proper use of equipment in the Library.
Maintaining a calendar of Library Events.
Coordinating all Events with the STEM Outreach/Marketing Manager and Librarian.
Generating partnerships with teachers to facilitate Library Events.
Teacher outreach and marketing to ensure Events are well attended.
Set up space in preparation of Event and breakdown.
Administer Teacher Surveys after Events and collect data and share with staff.
Assist in tabling at community events.
Assist in documenting (photos, videos, testimonials) Events.

Member Impact

Numerous studies have demonstrated the positive impact of hands-on, integrated approaches to STEM instruction on student academic performance, overall participation, and interest in STEM careers. Yet, the public schools in New Orleans historically lack the resources and funding needed to structurally improve STEM education. The Greater New Orleans Foundation found that most inexperienced teachers are clustered into one-third of the city's lower-performing schools. These same public schools have limited access to STEM materials and training on how to use those materials. Recommended STEM equipment for an average elementary school costs over $40,000, and considerably more for middle and high schools. This expense is difficult to rationalize when each piece of equipment is only used for a few lessons a year. When not in use, the materials must be properly stored and maintained to stay in good working condition. Schools with limited budgets, space constraints, and thinly stretched staff time are at an incredible disadvantage when trying to purchase, store, maintain, and use the equipment. Better quality science education is a tool to keep teachers in the classroom longer term, and students benefit from having more experienced, well-trained teachers. Through our work training and supporting teachers, STEM Library Lab places materials into the hands of students to create the interactive and impactful environment that inspires students to become engaged in STEM subjects.

Skills, knowledge and trainings the corps members should expect to gain from this position

As the STEM Library Coordinator the corps member will learn:
• volunteer outreach, recruitment and management;
• program development;
• event organizing;
• curriculum development;
• create volunteer training curriculum;
• design informational materials;
• coordinate with the social media and marketing team to post upcoming events;
• event planning and execution;
• direct outreach to teachers and other non-profits

Ideal Candidate Qualifications

Strong passion for STEM Library Lab’s educational equity mission; SLL is an Equal Opportunity Employer and diverse candidates are encouraged to apply; ● Ability to work with diverse sets of educators, students, and community stakeholders; ● Desire to work in a small, startup environment that will require self-motivation and flexibility; ● Strong oral/written communication and interpersonal skills, including ability to maintain effective and professional work relationships; ● Attention to detail is a must for this position. Strong management and organizational skills, in particular time management and multi-tasking;● Driver’s license and clean driving record is required;
Event planning and execution; Proficiency in Google and Microsoft Office Suite, especially Word and Excel; Demonstrated background in STEM and/or STEM teaching

Required Transportation Requirements (ex: own vehicle or able bike to site)

Must have a reliable means of transportation to get to work and events.