**Job Opening:**

Activity Specialist STEM  
New York City Mission Society improves the lives of children, youth, and families in the city’s most underserved communities. Through programs and services that respond to community needs, we create cycles of success for generations to come.

The Schools Out of New York City (SONYC) offers New York City adolescents a

healthy, safe, nurturing and educational environment during after school hours and summer vacation.

This program, administered from SONYC, provides a variety of services for middle school students.

Activities include culture, education, arts, life skills, and community advocacy.

**Position Summary**  
**Title:** Activity Specialist STEM

**Program:** HVA

**Reports To:** Program Director

**Supervises:** N/A

**Employment Status:** Part-Time

**Basic Function:** Facilitation implementation of program activities for a group of middle school-aged after-school participants while creating a nurturing environment that fosters the creativity and educational advancement of the children.

**Duties and Responsibilities**

• Develop and implement a STEM-focused academic enrichment curriculum, including a culminating

project.

• Collaborate with Educational Specialist in the development and maintenance of STEM curricula.

• Prepare weekly lesson plans, which should emphasize on logical mathematical thinking and

experimental scientific thinking.

• Supervise activities and monitor scholar’s behaviors to ensure safety and appropriateness.

• Attend professional development and training related to STEM programs.

• Prepare class materials, bulletin displays, and make copies as needed.

• Coordinate and plan STEM related trips.

• Communicate with Program Director to discuss scholars’ progress, needs, and concerns.

• Other duties as assigned.

**Qualifications**

Experience working and/or teaching in a school or youth program is a must.

• Strong Science, Technology, Engineering and Math background experience.

• Minimum of 3 years college credits with a focus on Science, Technology, Engineering, Math, and

Education, or other highly relevant field; or 2 years related experience and/or training; or equivalent

combination of education and experience.

• At least one year experience teaching STEM related programming to school-aged children in a group

setting is a plus;  
Experience with Programming is also a plus

• Strong instructional skills and classroom management.

• Ability to multitask; skills to be a team player and self-starter.

• Interest and experience in youth development and creating interactive educational activities.

• Enthusiasm, a good sense of humor and a sincere desire to help the community.

**General Requirements**

Staff is expected to be committed to the mission, vision, and values of Mission Society. Proof of COVID-19 vaccination is mandatory.

**Salary and Benefits: $30 Per hour**  
**Apply**

Interested and qualified individuals should forward their resumes with cover letter to: HR@Missionsociety.org

Note: We are unable to accept phone calls. Applicants must meet qualifications stated above.

Only applicants selected for further consideration will be contacted.

*Mission Society of New York City is an equal opportunity and affirmative action employer. Qualified applicants will receive consideration without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.*