

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. The Summer Engineering Experience for Kids or SEEK program, is hosting multiple program 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 program 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

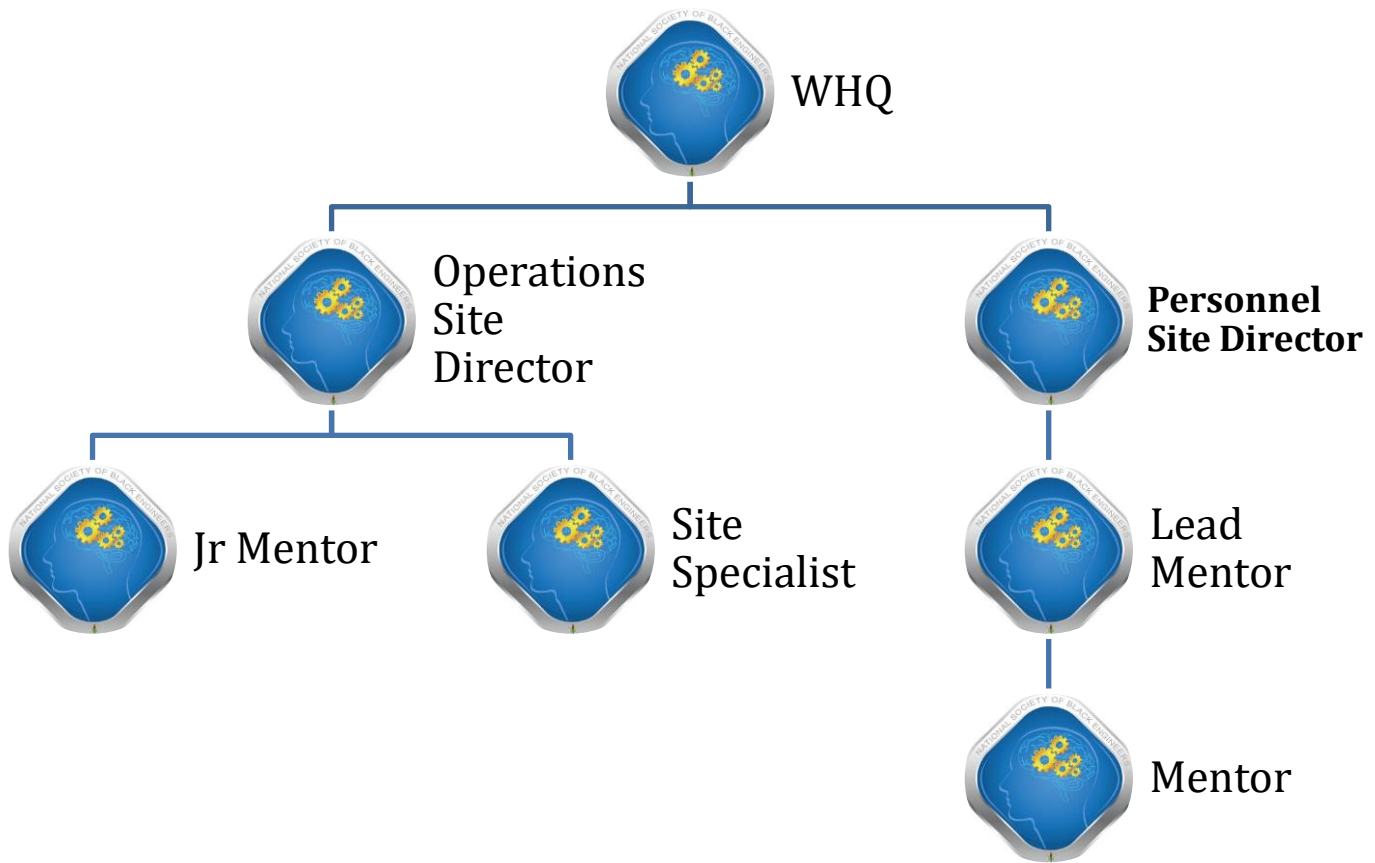
Mentor Development

- 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 observations and provide feedback on mentor progress
- Participate in all mentor debrief meetings
- Must oversee before/after care 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 or site leader
- 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 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