

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. 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 Operations Site Directors (OSDs) will work to ensure a seamless and efficient SEEK program by managing all logistics and facilities of their respective SEEK sites. 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

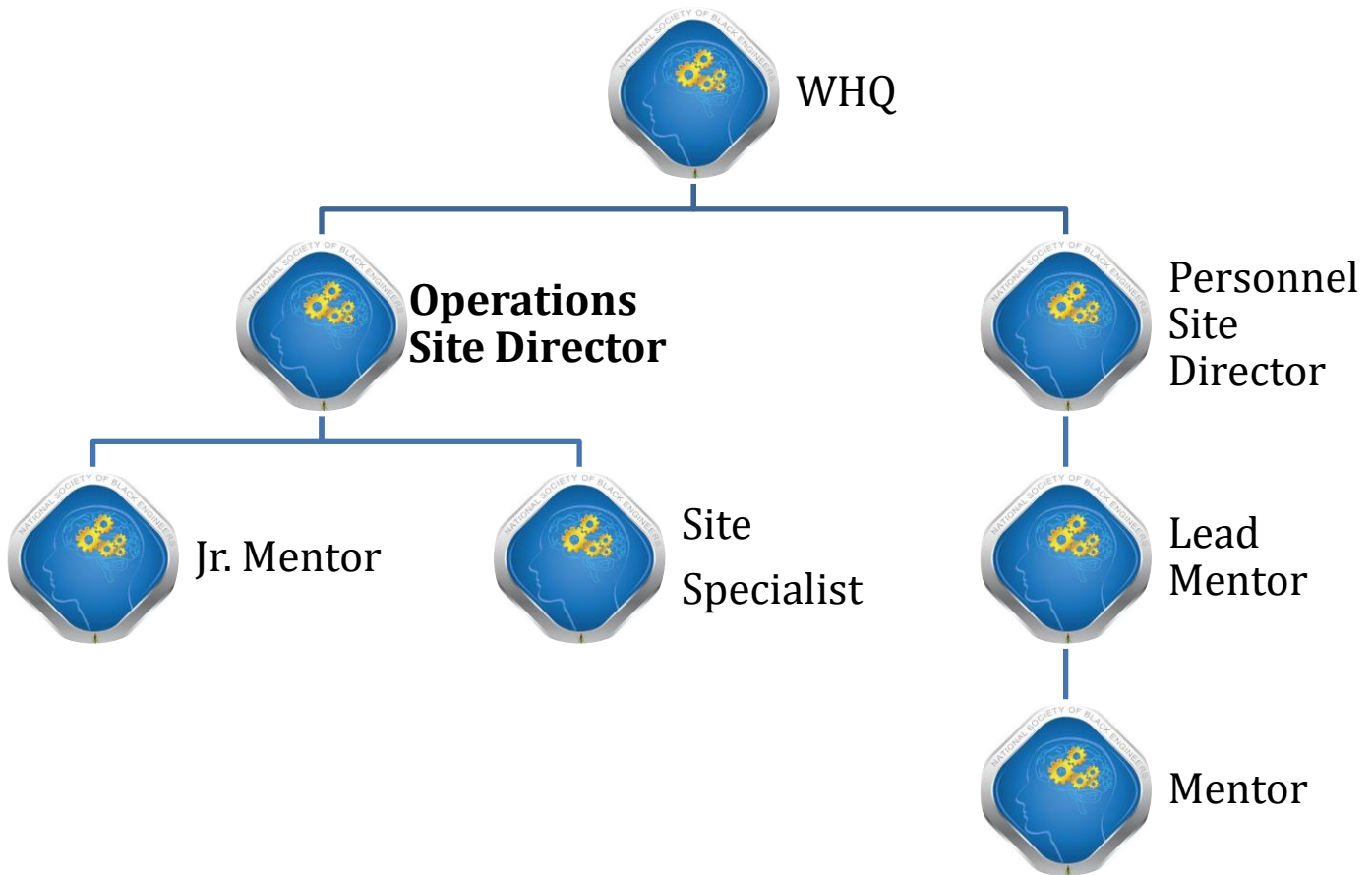
Mentor Operations

- 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 program supplies
- Communicate with school officials and troubleshoot facilities issues
- Draft run of show for Parent Orientation and lead mentors in set-up for events
- 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 site-wide communications
- Manage the Data and Site 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 care services, upon request

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