Position: Student Outreach Program Assistant IV
Stipend: $9.45 per hour, plus travel reimbursement
Department: Maine EPSCoR at the University of Maine
Supervisor: Position reports to UMaine Extension Cumberland County 4-H Educator
Start Date: June 19, 2017 through August 18, 2017

**General Description:**
This position is to prepare and facilitate STEM activities with elementary age youth at southern Maine YMCA camps. Student will gain experience in working with youth in a safe, controlled environment. Our goal is for youth to have fun, while learning life skills in a hands on, educational environment.

Student is responsible for performing complex program and administrative tasks in support of STEM (science, technology, engineering, and mathematics) outreach and education programs. Student works under limited to no direct supervision, which includes working with confidential material while exercising a high level of independent judgment. Student must exercise initiative and discretion frequently.

**Specific Duties:**
- Training will be provided.
- Be available during normal working hours Monday through Friday.
- Report to 4-H coordinator before, during and after the event.
- Regularly facilitate STEM based Innovation Engineering activities at up to 5 locations in southern Maine.
- Arrive 30 minutes early on the day of your workshop to check in, arrange and prepare for your workshop.
- Clean up your workshop area at the end of your session.
- Connect with 4-H coordinator regarding materials and travel reimbursement process before the event.
- Organize and arrange materials and supplies
- Assemble and prepare toolkits for activities.
- Provide feedback on activities as part of testing of new curricula
- Excellent communication skills
- Strong organizational skills
- Strong computer skills
- Maintain detailed records and database data, which may include confidential files
- Assist with related program evaluation activities
- Communicate directly with program participants (written & verbal) and community partners
- Other reasonable duties as needed

**Additional Requirements:**
- Experience/interest in STEM outreach and education
- Excellent written and verbal communication skills
Can exercise independent judgment and initiative
Excellent customer service skills
High level of motivation to develop and implement projects
Is able to adapt and be flexible
Responsible and professional
Ability to travel and provide own reliable transportation
Undergraduate student enrollment

**Work Environment**
This position will be housed at the University of Maine Cooperative Extension’s Cumberland County office in Falmouth, Maine. The specific schedule and travel/work at off campus sites will be required daily. All sites are within southern Maine (Biddeford, Freeport, Standish, Portland, and New Gloucester). Normal University of Maine business hours are Monday through Friday 8:00 a.m. to 4:30 p.m.

**Application**
Applicants must be current enrolled college students. Applicants can inquire about this position to: