



# Elementary Site Coordinator (FLL Jr.)

Part-time, at-will employment  
Stipend position.

## The Position

Share your love of LEGOs with our students! Designing, building, learning, and playing for 12 weeks. Help students and coaches blend the worlds of science and technology, paired with LEGOs and real-world applications.

## Qualifications

- Experience working with youth in an educational environment preferred.
- Effective written, organizational, and interpersonal skills are essential.
- Must have strong administrative skills with ability to handle complex assignments, prioritize work, solve problems, and operate under time and work volume pressure.
- Must be professional, outgoing and a team-player.
- Position requires intermediate level in Word, Excel, and Outlook.

## Key Responsibilities:

1. Works with the Program Enrichment Manager for the Carlsbad Educational Foundation to recruit students and coaches for FLL Jr. teams on elementary site.
2. Provides ongoing leadership and assistance to Elementary teams- including coaches, mentors, and students throughout the season and during events.
3. Facilitates FLL Jr. lesson plans and activities with the help of materials provided by FIRST to support coaches and volunteers.
4. Works with coaches to coordinate schedules for room use, equipment, and supplies.
5. Communicates the *FIRST* Youth Protection Policy (YPP) to CEF teams and ensures that the policy is followed.
6. Works with Program Enrichment Manager to order items needed for the season following CEF guidelines.
7. Coordinates with Program Manager to hold interest meeting for parents/coaches/students.

## Compensation

This is a part-time position; responsibility for the program runs from March through June of 2019, and is compensated with a stipend of \$1,080.

## Hours and schedule

Position requires commitments from March through June, schedules may vary. Coordinators are expected to attend each practice as well as any info sessions and end of the year showcase.

## Carlsbad Educational Foundation Mission Statement

The mission of the Carlsbad Educational Foundation is to support the education of every child in the Carlsbad Unified School District by developing, conducting, and financing innovative and quality programs and projects.

**Applicants**

Contact: Jamie Rowan  
Salary: \$1080  
Position Location: 5631 Palmer Way, Suite L, Carlsbad, CA 92010  
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Applicants should forward a copy of resume and cover letter by e-mail.

Carlsbad Educational Foundation is an Equal Opportunity Employer. A diverse applicant pool is desired.