

# **BTI Builders – LEGO® Robotics Workshop Teaching Assistant Job Description**

## About Us

Based in Central Square, Cambridge, Boston Tech Initiative (BTI) is a 501(c)(3) not-for-profit organization serving Massachusetts youth with STEM enrichment programs. We are the program delivery partner for the [FIRST Tech Challenge](#) program in Massachusetts, and work closely with NE *FIRST* to bring the [FIRST](#) experience to as many youth as possible.

Together, our staff and volunteers combine decades of experience in the world of robotics, with a commitment to providing youth with an enjoyable and engaging robotics experience. We specialize in providing hands-on learning, mentor-based robotics experiences, technological skills, and preparation for jobs of the future.

This summer we are excited to deliver 8 weeks of LEGO robotics workshops. We are seeking teaching assistants to join our hard-working, resourceful, and passionate team. BTI is committed to a culture of inclusivity, mutual support, and celebration of our accomplishments. We invite interested candidates to apply and help us deliver a fun and excellent experience to participating youth.

## Our Mission

To inspire young people through science and technology to become world-class leaders, citizens, and creators of a better world.

## BTI Builders – LEGO Robotics Workshops

This summer, BTI will run a week-long, Monday – Thursday, LEGO robotics workshop from 8:00 AM to 4:00 PM (workshop hours are 9:00 AM –3:30 PM). The goal of our program is to educate 4th–6th grade children on basic robotics skills while providing time to design solutions to a variety of challenges. The LEGO robotics experience will also include STEM activities, team-building games, and excursions focused on creating a sense of fun and community.

## Job Description

BTI is seeking to hire Teaching Assistants (TAs) for our summer program who have experience in STEM and are comfortable working with youth 9–12 years old. TAs will work closely with Lead Teachers to support lessons and engage students in team-building activities. TAs are expected to help monitor workshop activities to ensure the safety of participants and communicate concerns when appropriate.

TAs will support students with design projects by providing both encouragement and technical advice. This person should be curious, eager to learn, and enthusiastic about providing an

excellent experience for students. TAs should be friendly with co-workers and enjoy working with youth.

## Core Responsibilities

TAs should be prepared to:

- Assist in the distribution and clean-up of robotics and project materials on a daily basis.
- Help to lead team building activities and games with small groups of students.
- Work with students during design time.
- Work with students experiencing emotional distress and talk with students one-on-one if challenges arise.
- Assist with occasional administrative errands such as picking up supplies.

TAs at BTI are expected to:

- Attend BTI Builders orientation (6/15–16) and complete all required forms before the start of work.
- Be prepared to work 32 hours each week and communicate in advance any absences.
- Refrain from using personal electronic devices for non-BTI related communications while working with students.
- Be open to weekly feedback cycles regarding strengths and areas of improvement.

## Pay

- All TAs will be provided with 32 hours of work each week and be paid \$16/hour.
- Employment will last from June 26th to August 25th 2023 (no workshops 7/3–6)

## Requirements & Preferences

- We will accept applications from youth aged 17 years (or entering junior year) and older.
- Preference will be given to TAs with LEGO robotics experience (e.g. either a past member of a *FIRST* Lego League team, and/or having previously assisted in teaching/running LEGO robotics camps and workshops.)
- Preference given to TAs who can commit to all eight weeks of workshops.
- All applicants 18 and older must pass a SCORI/CORI background check.

## How to Apply

- Send [matthew.segil@bostontechinitiative.org](mailto:matthew.segil@bostontechinitiative.org) your resume and 2 references.
- References should be non-family members who can speak to your character and preparedness for the TA role.

## Application Deadline

- Applications will be accepted on a rolling basis until June 14th. Applicants can expect to hear back from BTI regarding an employment decision within 2 weeks.