Volunteer Job Description

MIT Club of ____________________

Title: K-12 STEM Education “Inspire” volunteer

General Description: The Inspire volunteer is the club representative who connects MIT K-12 student and teacher training and recognition programs to the local community.

Specific Tasks and Duties:
- Supports the MIT Inspirational Teacher Award Program by helping the local club recognize and honor inspirational teachers selected in their area.
- Promotes the Science and Engineering Program for Teachers (SEPT) and may recruit a local teacher to attend; may also raise funds to support the teacher or the SEPT program.
- Promotes FIRST to local alumni and encourages them to participate as spectators, mentors and judges.
- Promotes the Lemelson-MIT InventTeams High School Invention grants initiative in the local community.
- Promotes the OpenCourseWare Highlights for High School Portal and may establish mentoring/tutoring or study group programs in support of students using the portal.
- Connects local teachers and students with other K-12 programs available at MIT.
- Organizes local alumni into groups or committees focused on K-12 STEM education and outreach; monitors K-12 STEM Education Volunteer Network in Infinite Connection for local alumni sign ups.
- Attends Alumni Leadership Conference.

Sample Expected Outcomes:
- An outreach goal of contact with ________schools is set for FY ________
- A goal of ________ volunteers is set for FY ________
- A fundraising goal of $_____ for SEPT or Scholarship support is set for FY_____

Training and Support: The Inspire Volunteer reports to the local club Board of Directors; The volunteer will receive training/support from the assigned Alumni Affairs Officer.

Time Commitment: The Inspire volunteer position requires a time commitment of 1 to 2 hours per week.

Qualifications: The Inspire volunteer must be a current member of the Club. Knowledge of and contacts in the local community school system is preferred. Multiple alumni contacts in the area and strong networking skills are helpful.

Benefits: High visibility position with MIT Club. Access to MIT materials for Club officers such as the volunteer publications “Volunteer View” (an e-newsletter).