



**BOYS & GIRLS CLUB**  
of Southwestern Oregon

**Title:** Program Assistant – Tech Lab Coordinator

**Part-time:** Afterschool Hours; Monday-Friday- 2:00pm-6:00pm

**Pay:** \$11.00-\$13.00, BOE

**Position Summary:** The Tech Lab Coordinator plans, implements and evaluates activities related to the five core program areas through use of technology. Programs include, but not limited to, national programs such as NetSmartz, Power Hour, AppLab, my.Futures and other basic elements of education and learning through technology.

### **Essential Job Functions and Key Roles:**

- Prepare youth for success by creating an environment to provide and stimulate program participation, help new members in their orientation process, and provide guidance and modeling behavior for members.
- Effectively implement programs as directed by the Program Director by organizing activities and monitoring outcomes which includes but is not limited to NetSmartz, AppLab, Newsletter Club and other tech-based programs.
- Ensure programs, services and activities are provided in a safe environment and provide a quality experience for Club members.
- Ensure that all Club members, who access the tech lab, have appropriate signed permission documentation.
- Contribute to the cleanliness of the Tech Lab by monitoring the appearance of the facility while performing program activities and completing cleaning tasks as assigned by the Program Director.
- Daily upkeep and maintenance of tech lab pc's (i.e. dusting, sanitizing), tablets and other equipment; including reports of damaged equipment or upgrading of systems.
- Maintaining a proper and secure check-in/check-out process of tech equipment and supplies to members, staff, and volunteers.
- Recognize and celebrate youth success, creating an opportunity for members to explore their 'digital footprint' and showcase their talents.
- Develop and maintain positive relationships with Club members, and handle problem behavior according to Club discipline policies.
- Maintain records, daily reports and documents as advised by the Program Director.
- Maintain close, daily contact with Club staff, Club members and the Program Director to exchange information, discuss issues, explain guidelines, and provide counsel.

### **Qualifications and Job Skills:**

- High school diploma is required. Some College or degree in related field from an accredited college or university, or equivalent experience.
- Required proficiency with Microsoft Office Applications: Word, Excel, PowerPoint and Print Shop, as well as other software programs that would enhance a youth development technology lab.
- Special skill sets of interest in (but not required) including photo illustration, movie making, music making, graphic design and web design, 3-D printing, robotics.

- Experience in working with children and knowledge of basic youth development principles is essential, including the ability to motivate youth and manage behavior problems.
- Demonstrated ability to communicate effectively with children and adults.

**Physical/Mental Requirements and Work Environment:**

Standing or walking the premises for long durations of time, implementing activities and educational experiences.

Demonstrated ability to maintain a high energy level, be comfortable performing multi-faceted projects in conjunction with day-to-day activities, speak clearly and hear the spoken word.