



BOYS & GIRLS CLUBS
OF SOUTH PUGET SOUND

JOB DESCRIPTION

TITLE: Part-Time Computer Lab Director

LOCATION: West Sound

REPORTS TO: Senior Director of Technology Programs, Branch Director and Program Director

JOB SUMMARY: The Computer Lab Director, under the supervision of the Sr. Director of Technology and Branch Director will be responsible for the curriculums, operations and management of the Computer Lab/Education Centers.

MAJOR RESPONSIBILITIES:

1. Recruit children from all age groups to participate in programs at the Computer Education Center.
2. As appropriate for part time position, develop/Implement and schedule programs for all age levels, creating individualized learning programs to maintain the desire for computer learning from the age of six through adulthood.
3. Introduce computer technology in a format to excite learning and encourage older club members to become computer tutors and mentors for younger club members.
4. Collaborate with the school systems to create a link between instruction received in school and instruction provided at the Center.
5. Provide a mix of skill development, educational, informational and tutorial programs.
6. Under the supervision of the Sr. Director of Technology and Branch Director maintain the local area network, monitor equipment and perform/request necessary maintenance.
7. Manage outcomes related to computer learning.
8. Train and develop the tech center interns and volunteers.
9. Work with the marketing department to create flyers and media focus on the Center. Plan and implement celebrations and recognition of success.
10. May also be involved in the development of grants to support technology & assist the President in other special projects as deemed necessary by the President or CTO.
11. Other duties as assigned as appropriate for part time position.

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SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university in related field strongly preferred.

- Associates Degree from an accredited college or university in related field required.
- Significant experience in working with children.
- Ability to plan and implement quality programs for children.
- Experience working with computer systems and varied computer software applications.
- Superior oral and written communication skills.
- Excellent analytical and problem-solving abilities.
- Ability to work effectively with minimum supervision.
- Ability to establish and maintain productive working relationships with the Branch Director, volunteers, support personnel, and the members of the club.
- Must be self-directed, motivated, and creative.
- Able to work a flexible schedule – (summer hours and during school year)
- Have an understanding of grade school, middle school and high school subject areas including math, reading, writing, basic science, and social studies.
- Must be familiar with graphic arts.
- Mandatory CPR and First Aide Certificates (able to obtain on the job).
- Valid State Driver’s License, dependable vehicle and agency required vehicle liability insurance.
- Must pass state and national criminal background check.
- Must pass re-employment drug test.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

_____ Date _____
Incumbent

_____ Date _____
Supervisor

_____ Date _____
Director of Human Resources