

## **Tech Lab Lead**

### **Education & Arts Department**

The Boys & Girls Club of Greater Lowell is seeking energetic, resourceful, and fun staff to work with members. The Tech Lab Lead oversees all programs and activities in the Tech Lab and assists with technological needs throughout the Club. This position is a perfect fit for someone looking to take a first step in their career to work with youth in a science, technology, engineering and mathematics education setting.

Our technology programs have seen tremendous growth over the past five years, and it is expected that growth and improvements will continue. Our goal is to be the premier agency for youth who have an interest in technology programs.

#### **Basic Requirements**

- Over the age of 18
- Dependable, organized, fast-learner, excellent multi-tasking and problem solving skills
- Ability to communicate effectively orally and in writing
- Proficient in G-Suite software (Google Docs, Gmail, Slides, Sheets)
- Detail-oriented with effective organizational skills.
- Ability to set priorities and manage workload with minimal supervision.
- Ability to speak more than one language preferred.
- Familiar with the Lowell community.
- Passion for working with children

#### **Essential duties and Responsibilities**

- Plan and execute technology/STEM activities during afterschool and summer hours.
- Use computers, tablets and other Club technology resources.
- Participate in BGCA national programs and trainings (Digital Arts Festival, My.Future,
- robotics, coding, media programming, etc.) as necessary or desired.
- Create engaging STEM-focused local programs.
- Support marketing efforts with pictures and/or video for special events, social media,
- Web posts, or other needs as requested.
- Host First Lego League and Megamind Robotics Programs
- Participate in First Lego League Competitions

- Create videos teach members how to use camera equipment
- Manage audio/video setup and equipment for meetings and presentations
- Daily use of G-Suite software
- Implement Weikart Youth Methods

**Skills required in the following areas.**

Communication Skills: Listening, Informing, Presenting, Writing

Decision Making Skills: Analyzing, Judgement

Personal Initiative Skills: Contributing to Positive Environment, Professional Development, Striving For Excellence, Organizational Awareness

Planning Skills: Action Planning and Organizing, Monitoring

Quality Skills: Using Meaningful Measurements

Safety, Health and Environment Skills: Supporting A Safe Environment

Relationship Skills: Networking, Relationship Building, Teamwork

Job Type: Part-time

Salary: \$13.00 to \$15.00 /hour

Experience:

- relevant: 1 year (Preferred)