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BOYS & GIRLS CLUB
OF GREATER LOWELL

Tech Lab Volunteer

Reports to: Edwin Madera (Academic Success Manager)

Location: 657 Middlesex St, Lowell, MA 01851

Job Type: Volunteer

Overview/Position Summary
Tech Lab Volunteers aid in implementing program curriculum in the computer lab for the youth at the Club. They also assist with First Lego League, S.T.E.A.M programming, and homework. Tech Lab Volunteers must be dependable, positive, and willing to follow all staff guidelines while operating the Computer Lab.

Responsibilities/Skills and experience relevant to this position:
- Be present and available to answer technology-related questions for youth
- Effectively implement the Tech Lab curriculum each shift
- Communicating with the Education & Arts Manager to make sure the needs of the organization and the youth are being met
- Provide technical support for programs and activities
- Be acquainted with the available resources and monitor computer usage among youth

Qualifications
- Experience working with youth ages 8-18
- Able to logically solve basic technical issues
- Excellent communication skills
- Dependable in following schedule and procedures
- Computer Science, Engineering, and/or related major/career is a plus.

Benefits:
- Flexible work schedules.
- Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence.
- Interaction with a positive, community minded team, along with amazing young people.

How to respond
- Please email Volunteer Coordinator, Tara Levine, at **tara.levine@lbgc.org** to express your interest and begin the onboarding process.

Equity Statement
The Boys & Girls Club of Greater Lowell is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQIA+ individuals, and people with disabilities. Boys & Girls Club of Greater Lowell will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs.
Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. People of color, especially those from Lowell, are strongly encouraged to apply.

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. All offers of employment are contingent on results of a reference and background check.

Hours: Monday-Friday between 2:00 PM & 6:00 PM - *Must be available at least one day per week.*