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BOYS & GIRLS CLUB OF GREATER LOWELL

Tech Lab Lead

Reports to: Academic Success Manager
Location: 657 Middlesex St, Lowell, MA 01851
Salary/Hourly: $16.50 - $17.50 hourly, 25 hours per week
Job Type: Part-time

Overview/Position Summary
The Tech Lab Lead is responsible for planning, developing, and implementing technology-based curriculum for members of the Boys and Girls Club of Greater Lowell. The person in this position should be familiar with a broad range of software and digital applications and should have a robust understanding of how to share this knowledge with members of all ages.

Responsibilities/Skills and experience relevant to this position:
● Plan and oversee technology-based activities during afterschool and summer hours.
● Ensure that members of all ages, genders and backgrounds are encouraged to participate in a variety of programs/activities and receive instruction and constructive feedback to develop skills.
● Demonstrate leadership to assure conduct, safety and development of members.
● Track data and provide monthly participation reports.
● Attend and participate in staff meetings and professional development sessions.
● Allocate and monitor work assigned to program volunteers.
● Experience in writing program curriculum.
● Excellent written and communication skills.
● Excellent relationship building skills.
● Proficient computer skills along with ability to learn and utilize multiple platforms.
● Attention to detail, willing to learn and have strong organizational skills.
● Interest in working with multicultural teams with diverse constituencies.
● Ability to manage multiple tasks and to develop solutions to problems with limited supervision.

Qualifications
● Ability to manage and supervise members age 8 to 18 in a safe environment
● Ability to work in an environment with loud noises
● All staff are required to undergo training, which includes but is not limited to topics related to safety, emergency response and child abuse prevention
● Must support Club values
● Education: GED, High school diploma or higher education required
● Age requirement: 21+ with Valid Driver’s License
● Authorized to work in the U.S.
● Bilingual/Bicultural Preferred
● Ability to lift 25 lbs, ability to use stairs, write clearly, speak clearly & hear spoken words

Benefits:
● Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence.
● Paid time off, training
● Interaction with a positive, community minded team, along with amazing young people.

How to respond
Please submit your resume to Christopher Maloney, Academic Success Manager, at christopher.maloney@lbgc.org.

Our Hiring Process and Timeline
● We will review the applications on a rolling basis until the position is filled.
● We will conduct short phone interviews and begin in-person (or video) interviews on Monday, November 21, 2022.
● We would like to have selected the candidate by December 12, 2022.

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
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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.