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

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.