

# GREAT FUTURES START **HERE.**



## Tech Lab Lead

**Reports to:** Academic Success Manager

**Location:** 657 Middlesex St, Lowell, MA 01851

**Salary/Hourly:** \$18.00 - \$19.00 per hour

**Job Type:** Part-time, 25 hours per week

### 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+, MA or NH driver's license and good standing driving record
- 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](mailto: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.