

## **Educational Technology Coordinator- AmeriCorps**

WORKING HOURS/PAY RATE: AmeriCorps ACES Program 900 hours: Living Stipend of \$7,425 awarded proportionally every month; Educational Award of \$2,865 awarded at the end of service.

VACATION/SICK DAYS: Unpaid, 2 per semester

HOLIDAYS: Unpaid days off

BREAKS/LUNCH TIME: 15 minute break for every 4 hours worked, 30 minutes lunch break for every 8 hours.

BENEFITS: None Provided

DATES: August 5, 2019 - May 22, 2020

### JOB DESCRIPTION:

Primary functions are to lead education programs in our computer lab utilizing technology, including Prodigy Math and MyFutures programs, S.T.E.M. programming, social networking, supporting our remediation program with technology-infused math and reading programming. Coordinating and engaging with visiting workshop leaders such as Teach IT. Lead the computer lab homework center during homeroom. Interact appropriately with club members, staff, and club parents. Will report directly to Program Director & Unit Director. Assist in leading nightly staff cleaning and closing of Lincoln St. facility.

### QUALIFICATIONS:

1. Prior Youth Work or volunteer experience preferred
2. Individual must be able to work with large groups of youth
3. Must have graduated from High School

### ESSENTIAL JOB FUNCTIONS:

1. Provide Programming that promotes Education Technology with our members
2. Provide members with experience that teaches them to be caring, productive and responsible citizens.
3. Interact with parents, community members, volunteers and professional staff etc. via over the phone and face to face.
4. Orient, and communicate with community volunteer members
5. Report community volunteer hours to Volunteer Coordinator
6. Work closely with Education Coordinator to plan, schedule, and implement career exploration opportunities.
7. Create and maintain visual arts programs for members to remain involved in.
8. Encourage a positive environment for members to learn, interact, and grow.
9. Assist with clean up and organization of all program areas.

10. Build positive relationships with youth, volunteers, parents, schools, and community.
11. Assist with tracking daily attendance and other applicable program administrative duties.
12. Assist with preparing information for reporting purposes when necessary.
13. Attend mandatory staff meetings and training sessions.
14. Report to Program Director.
15. Assume other duties as assigned.

WORK REQUIREMENTS:

1. Demonstrates a high degree of initiative, self-direction and creativity.
2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationship with staff, volunteers and public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.
6. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
7. Ability to work in a professional environment and positively represent organization under various levels of stress.
8. Ability to work on multiple projects and prioritize effectively.
9. Visual acuity for accurate reading, typing, filing and use of computer screen.
10. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
11. Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.
12. Ability to lift and carry 15 to 50 pounds for office supplies, audio equipment, and other items needed for the preparation and takedown of special events.
13. Ability to operate a safe mode of transportation for publicity functions/events, transportation of supplies, and meetings.
14. Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.

Send Resume to

Neil Smith- Senior Unit Director

Boys & Girls Clubs of Bloomington- Lincoln St

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