



OPEN POSITION ANNOUNCEMENT

Title: Computer Lab Specialist

COA Site: Riverwest

FLSA Status: Non-Exempt

Earnings: \$11.00 per hour

Start: Immediate

Please post announcement until filled.

This is a part-time position (up to 29 hours per week) responsible for providing intensive learning strategies instruction, guidance, motivation, and support to youth participants aged 7 to 18 through the Daniel M. Soref Scholars program. The hours are Monday through Friday, from 2:00 p.m. to 7:00 p.m. and summer hours are approximately Noon to 5p.m.

Main Job Responsibilities

- Develop and implement, in collaboration with other COA departments, age-appropriate programs such as computer-related workshops, homework help, software application, computer skills inventories, etc.
- Assess computer skills of individuals who regularly use the lab and develop activities to improve their skills.
- Ensure fiscal accountability by monitoring expenses, ensuring accurate reporting of expenditures, and maintaining and monitoring inventory.
- Keep accurate and current records of attendance, assessments, activities, etc. and write reports as necessary.

Qualifications

- Bachelor's Degree in human services, education, or related field preferred.
- In-depth knowledge and use of Windows XP, Windows 2000 and educational software.
- Proven ability to instruct others on the use of computers and standard software as well as implement curriculum.
- Minimum of one year of experience with low-income, at-risk youth. This can be volunteer or paid experience.
- Ability to troubleshoot computers.
- Excellent teaching skills.
- Well organized and able to meet deadlines.
- Culturally sensitive.

Please send resume (no applications) to:

Kari Nervig, Youth Development Director
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