Kips Bay Boys & Girls Club is seeking a part time Computer Activity Specialist to develop, implement, and oversee, all Computer Lab programs for our Club members between the ages of 6-18. The ideal candidate is passionate about youth development and utilizing technology to empower and educate. Candidates must be able to take initiative and implement programs independently.

**JOB TITLE:** Computer Activity Specialist  
**REPORTS TO:** Education Director  
**DAYS/HOURS:** Monday-Friday  
3-7pm (8pm some nights)  
**PAY:** $18/hour (PT)  
**LOCATION:** 1930 Randall Ave  
Bronx, NY 10473

**Responsibilities Include: you**
- Development of programs that enable Club Members to use technology as a learning tool
- Plan technology education lessons involving demonstrations and experiments; organizes activities for optimal member engagement.
- Engage members in a weekly Coding Club and Newspaper Club
- Plan & facilitate workshops on a weekly basis that assist members with basic computer skills
- Ability to collaborate with coworkers and work effectively as part of a team
- Ability to work independently & proactively
- Build effective relationships with youth
- Motivate youth and manage behavior problems
- Organize and supervise members in a safe environment

**Administrative Responsibilities:**
- Write lesson plans and follow age-specific curriculums
- Gather information and resources for program curriculum
- Keep records on program activities and attendance
- Ensure proper use, maintenance and upgrades of all materials and equipment in Computer Lab
- Troubleshoot, identify needs and make recommendations for upgrading computer/tablet hardware & software

**Professional/Educational Experience:**
- Experience working with youth in groups/teaching children/knowledge of Youth Development
- Strong communication skills, both verbal and written
- Must be 18 years of age and have High School diploma or GED
- Must have strong computer skills
- Bilingual a plus

Please send resume and brief letter of interest to the Education Director at amanda_s@kipsbay.org