



BOYS & GIRLS CLUB
OF COLLIER COUNTY

Job Posting

Computer Lab Youth Development Professional (YDP)

TITLE: Computer Lab YDP
DEPARTMENT: Program
REPORTS TO: Coordinator
STATUS Part-Time
CLASSIFICATION: Exempt Non-Exempt

POSITION SUMMARY:

Is technology your passion? Do you enjoy online learning? Would you enjoy sharing your knowledge and expertise with our youth? We are looking for highly motivated, enthusiastic people that want to spend time making a difference for our kids! If you are up for a fun challenge, this might be the place for you.

School year shifts are M-F 2:00 pm - 7:00 pm. **Must be able to work Monday through Friday.**

Wage rate starts at \$11 per hour but may be increased based on relevant experience and education.

Responsibilities include (but not limited to):

1. Maintain equipment in good working order and assures that computer lab rules and protocols are being followed.
2. Teach and guide members in using software and computer applications.
3. Assigns members to appropriate computers and maintain a daily roster.
4. Ensures proper care and security of the computer lab (controlled member usage of programs and internet).
5. Implements Boys & Girls Club of Collier County curriculum.
6. YDPs are creative and know how to add fun to all activities as they plan, implement, and deliver exciting and engaging programs and activities for youth ages 6-18.
7. YDPs care about youth, and they ensure the incorporation of character development, age-appropriate, and gender-specific programs and activities.
8. YDPs have empathy and respect for all people, and they ensure that culturally diverse and responsive programs are implemented.
9. YDPs know that kids need both choice and structure, and they provide guidance and discipline to ensure a safe and positive environment for youth.

POSITION QUALIFICATIONS:

- * 1 Year of experience working with children preferred.
- * 1 Year of technology background and experience.

* **High school diploma (or equivalent)**

* **Must be able to work Mon- Fri 2pm-7pm.**

* Enjoy working with people and possess a friendly and outgoing personality.

* Must be a team player.

* Strong communication skills, both oral and written.

* Must possess the ability to work independently with little direct supervision.

TO APPLY:

Please send cover letter and resume to the HR department. **Applicants that meet requirements will be contacted for an interview.** This is a continuous recruitment position.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

EOE/DFWP/SFWP