



Clubhouse Coordinator *Kids, Creativity, and Community*

Northwest Activities Center seeks an individual to run an innovative program called *The Clubhouse: Where Technology Meets Imagination*. The Clubhouse, established with the support of The Clubhouse Network in collaboration with the MIT Media Lab, offers young people (ages 10 to 18) from inner-city neighborhoods the opportunity to work on projects they find meaningful to their lives, using computers and technology. The program provides support and resources for young people to pursue their interests and build upon their talents. In The Clubhouse, youth can design their own music, art, newsletters, robots, science simulations, computer games, and animation.

The Clubhouse Coordinator works 30 hours per week.

Responsibilities include:

- Provide community outreach to involve a diverse group of young people, parents, teachers, and community leaders in the Clubhouse program.
- Help Clubhouse members develop projects (e.g., help them come up with ideas, gather materials, get started, locate mentors to work with them, and support their ongoing work).
- Recruit, train, and support volunteer mentors, ensuring they work effectively with youth.
- Support youth in planning for the future, including pursuing academic and job opportunities that leverage their Clubhouse skills and experience.
- Provide basic computer maintenance, including file management, trouble-shooting, and technical support to Clubhouse youth and mentors.
- Provide administrative support for the Clubhouse program, including keeping records of participants and keeping the Clubhouse space organized.
- Assist "parent" organization in fund-raising and publicity for The Clubhouse, communicating Clubhouse philosophy, goals, and results to external sources.
- Participate in The Clubhouse Network, attending Network meetings, sharing ideas and issues, and supporting collaborative projects across Clubhouses.
- Support other programs and activities of the "parent" organization with Clubhouse expertise and resources, as time permits.

Desired skills and experience:

- Proven track record working with youth from underserved neighborhoods;
- Work experience in an informal learning environments;
- Experience with computers and interest in technology as a creative and empowering tool;
- Demonstrated ability to reach out to youth, parents, educators, and community leaders;
- Interpersonal skills, including an ability to get along with people of diverse backgrounds and abilities and a talent for making people feel welcome and included;
- A passion for learning and helping others to learn;
- Excellent organizational skills.

How to Apply:

Please submit a resume and cover letter to rlockett@nwac-detroit.org.

The Clubhouse Coordinator is funded through a subaward of IMPACTS 3.0, a 3-year grant from the Department of Justice's Office of Juvenile Justice and Delinquency Prevention (OJJDP). The Clubhouse Network is the fiscal agent for the grant; all funding is paid directly to NWAC Clubhouse for the duration of the grant period. It is the objective of the NWAC Clubhouse to sustain this position beyond the grant period.

NWAC Clubhouse is fully committed to Equal Employment Opportunity and to attracting, retaining, developing, and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by federal, state, or local law. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity. NWAC Clubhouse actively seeks people who bring diverse backgrounds and perspectives to join us in our work.