



Are you looking for a new opportunity to flex your public relations, youth development and leadership skills? ***We have the job for you!***

TEEN TECH CENTER COORDINATOR JOB DESCRIPTION

Full-time/Non Exempt (M-F 10am-7pm, on-site)

Pay: \$28-\$29/hour

LOCATION: North Hills, CA

REPORTS TO: Program Director & Executive Director

KEY RESPONSIBILITIES:

- Provide community outreach to involve a diverse group of young people, parents, teachers, and community leaders in the program.
- Help Teen Tech Center 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 NVCS staff, volunteer mentors, and partners ensuring they work effectively with youth.
- Work closely with the local Best Buy store to recruit Geek Squad Agents and Blue Shirt volunteers.
- Support youth in planning for the future, including pursuing academic and job opportunities that leverage their Teen Tech Center skills and experience.
- Positively influence and uplift Teen Tech Center members, families, volunteers and partners.
- Assist in NVCS fund-raising efforts and publicity for the Best Buy Tech Center, communicating the Clubhouse learning philosophy, goals, and results to external sources.

PRIMARY FUNCTION OF TEEN TECH CENTER: The Teen Tech Center, established with the support of The Clubhouse Network and the Best Buy Foundation, offers young people 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 Teen Tech Center, youth can design their own music, podcasts, video, apps, merchandise, newsletters, robots, science simulations, computer games, and animation.

Qualifications

- Leadership
- Proven track record working with youth, in particular young people from underserved neighborhoods
- Work experience in an informal learning environment
- Enthusiasm and patience for working with children and passion about education
- Excellent student interaction skills in 1:1 and small group settings
- Demonstrated ability building equitable partnerships and reaching out to youth, parents, educators, businesses, churches, 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
- Must be able to listen to co-workers, parents, youth members, community while maintaining a professional relationship and positive representation of NVCS at all times
- Must be able to present important and relevant information and/or presentations through program facilitation, staff meetings, and events
- Must be able to write and compose clear, concise, accurate written documentation
- Supervision & Safety: Must be able to supervise up to 20 youth and keep members engaged and safe during program time

Additional Responsibilities

- Develop commitment from members to ensure active participation in Programs and Activities
- Empower members to be leaders through positive role modeling
- Provide recognition to members through positive validations, healthy incentives, and affirmation on a regular basis
- Leverage Best Buy National Partner relationships to expose members to skill development and media training
- Participate in The Clubhouse Network, attending Network meetings, sharing ideas and issues, and supporting collaborative projects across sites
- Provide basic computer maintenance, including file management, trouble-shooting, and technical support to Teen Tech Center youth and mentors
- Provide administrative support for the Clubhouse program, including keeping records of participants, tech use and keeping the Tech Center space organized and secure
- Support other programs and activities for NVCS with Teen Tech Center expertise and resources, as time permits
- Ensure the safety standards are met by all members, at all times
- Practice and constantly be aware of safe practices like Crisis Management, Emergency Preparedness, CPR, etc

TRAVEL: Travel may be required to training, events, recruitment and other business purposes. Mileage reimbursement would be provided for all approved business travel at the current CA rate.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, walk, kneel, stoop and use a keyboard. The employee is occasionally required to bend and lift and/or move up to 25 lbs.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate - high. Flexibility to working schedules may be required due to changing needs.

TO APPLY:

Please send your cover letter and resume to Alycia Monroy - Amonroy@nvcsinc.org

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 to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.