

**Nantucket Boys & Girls Club
Computer Center & Media Coordinator**

PRIMARY FUNCTION

Responsible for planning and implementing, supervising and evaluating activities provided within the educational, special education, social recreation, arts & crafts, sciences and other program areas within the Computer Center. Works under the Program Director to guarantee a myriad of technology opportunities are available to all Club members, in a healthy and safe environment.

KEY ROLES

- Schedule and implement all activities and programs in the Computer Center
- Use creativity in programming around member's interests
- Promote interest and implement new programs within the Nantucket Boys & Girls Club member's interests and utilize Boys & Girls Clubs of America available programs
- Evaluate and assess the overall Computer Center programs and generate required reports
- Be present, visible, and available to students and staff requiring technical assistance
- Be familiar with new software and hardware applications used in the open computer center
- Assist in planning and participating in Club special events and parties: Family Night, Diversity Night, Halloween, Veteran's Day, Thanksgiving, Christmas, Martin Luther King Day, Easter, Patriots Day, Independence Day and other special events which may occur
- Any other duties assigned by the Program Director and/or the Executive Director

ADDITIONAL RESPONSIBILITIES

High energy level, comfortable performing multi-faceted projects in conjunction with day-to-day activities; superior interpersonal skills; ability to get along with diverse personalities; tactful, mature; flexible. Good reasoning abilities and sound judgment. Excellent oral and written communication skills. Utilize and supervise volunteers in the Computer Center.

The Computer Center Coordinator will maintain close, daily contact with staff, parents and members to receive and provide information, discuss issues, and adhere to guidelines and policies. They will work closely with other organizations to provide support of programs.

During the eight week summer program, the position shifts as a camp counselor with a variety of tasks separate from the computer center.

SKILLS AND KNOWLEDGE REQUIRED:

- BA in Education or minimum four years' experience in related field
- Demonstrate the ability to logically solve basic technical issues. Show knowledge in current operating system and software applications
- Knowledge of youth development
- Ability to motivate youth and manage behavior problems
- Ability to supervise members in a safe environment
- Excellent oral and written communication skills

Important Notes/Requirements

Must be available to work until 8:00pm. Occasional late night hours during teen nights. Candidate must be flexible as determined by the needs of the program to remain successful.