



**BOYS & GIRLS CLUBS
OF HARFORD COUNTY**

JOB DESCRIPTION

JOB TITLE: INTEL COMPUTER COORDINATOR (PROGRAM AIDE)

REPORTS TO: Edgewood Unit Director

SUPERVISORY RESPONSIBILITIES: Yes No

EMPLOYMENT STATUS: PART TIME (15 HRS PER WEEK)

PRIMARY FUNCTIONS:

The Intel Computer Coordinator (Program Aide) under the supervision of the Unit Directors' primary function is to run an innovative new technology program.

JOB RESPONSIBILITIES:

- Provide community outreach to involve a diverse group of young people, parents, teachers and community leaders in the Clubhouse program.
- Help clubhouse members develop technology 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 computer clubhouse, communicating clubhouse philosophy, goals and results to external sources.
- Support other programs and activities of the "parent" organization with Computer Clubhouse expertise and resources, as time permits.

QUALIFICATIONS:

Proven track record working with youth, in particular young people from under served neighborhoods. Work experience in an informal learning environment. Experience with computers and interest in technology as a creative and empowering tool. Demonstrate 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 a talent for making people feel welcome. A passion for learning and helping others to learn. Excellent organizational skills a plus.

Must be proficient in teaching:

- Web design
- Digital Photography
- Internet Safety
- Movie making/editing
- Music making/editing

Submit cover letter and resume to Tim Wills:

twills@bgcharfordco.org

OR

**Edgewood Boys & Girls Club
ATTN: TIM WILLS
2002 Cedar Drive
Edgewood, MD 21001**

May 2009