Boys & Girls Club of Clifton, Inc.

Title: Youth Development Professional-Computer Room Coordinator

Location: 181 Colfax Avenue, Clifton, NJ 07013

Job Type: Part-Time

Start Date: 1/4/2016

Job Description:
Implement diverse technology programs. Plan, organize, direct and supervise technology programs for youth ages 6-17, in an after school (Mon.-Fri. 3:00-6:00) program and summer program (July-Aug., Mon.-Fri., 35 hrs.) Responsible for the general maintenance for the systems in the Technology Center.

Primary Responsibilities:
Teach computer lessons in basic computer skill and knowledge, safety, and the arts using Boys & Girls Club National Tech Programs. Implement a modified STEM curriculum to include Robotics. Assist with homework assignments and research. Maintain student files and tracking database. Prepare periodic activity reports.

Qualifications:
Experience working with youth; ability to teach computer skills and knowledge; ability to motivate youth and manage behavior problems; strong classroom management skills, well organized; excellent verbal and written communication skills. Background check, references part of application process.

Application Instructions: Please send complete resume and cover letter to

Debra M. Lesnick, MSW
dlesnick@bgcclifton.org
Director of Education, Boys & Girls Club of Clifton

I will contact you. No telephone calls, please.

About the organization:

The Boys & Girls Club of Clifton is a non-profit organization, serving the youth of the community for nearly seven decades. Our Mission is to inspire and enable young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens. We strive to provide members with a world class Club Experience that assures success within the reach of graduating on track, having a plan for college, trade school or employment. Our programs focus on academic achievement, good character and citizenship and living a healthy lifestyle.