

**BOYS & GIRLS CLUBS OF CENTRAL MINNESOTA**  
**Position Description**

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| <b>Job Title</b>     | Technology Mentor  |
| <b>Department</b>    | Program  |
| <b>Reports To</b>    | Roosevelt Unit Director  |
| <b>FLSA Status</b>   | Non-Exempt   |
| <b>Work Schedule</b> | Part-time, hourly, 20 hours per week<br>Scheduling during Club programs, Monday through Friday,<br>2 - 9 p.m. during school year & noon – 6 p.m. during summer |

**Job Summary:**

Under general supervision of the Unit Director, the Technology Mentor is responsible for the development, direction and management of Boys & Girls Clubs of Central Minnesota's Youth Digital Technology program, including (but not limited to) introduction to coding, video game design, graphic design, computer building, robotics, etc. The Technology Mentor will shape the program with active, real-time influence and input of youth participants on program content and approach. Programming must hold youth to high expectations, provide hands-on skill building with current, professional technology.

**Job Functions:**

**Provide professional technology instruction for youth in grades K-12**

- Establish and maintain, in collaboration with youth, an environment of physical and emotional safety based on respect at all levels.
- Implement hands-on, experiential learning through digital technology programming.
- Adhere to all requested program evaluation and documentation protocol detailed by Boys & Girls Clubs of Central Minnesota.
- Provide youth participants skills and guidance in digital technology.
- Design and facilitate skill development and open studio classes for ALL skill levels
- Establish and maintain a physically and emotionally safe space for youth.
- Expose youth to careers in technology.
- Educate youth technology engineers about equipment setup, responsible usage and the technology studio space.

**Serve as a part-time Club staff and youth mentor**

- Participate in all required and recommended Club trainings and staff meetings.
- Serve as an adult mentor to all Club youth.
- Actively collaborate, provide support and resources to Club staff and leadership.
- Actively participate in professional development opportunities detailed by Boys & Girls Clubs of Central Minnesota.

**Required Knowledge, Skills and Abilities**

- Demonstrates commitment and dedication to digital technology, including coding, video game design, graphic design, robotics, computer building, etc.
- Demonstrated ability to work with youth in a Boys & Girls Club environment.
- Ability to work in a team environment.
- Ability to build community partnerships to support the program.

**Education and Work Experience**

Education

A two-year degree in a relevant field or equivalent experience

**PHYSICAL REQUIREMENTS**

**Visual:**

Normal acuity required daily for making color distinction, depth of sight, preparing/analyzing figures, computer use, and written records 8+ hours

**Communication:**

Able to express thoughts and ideas in an accurate and understandable manner through verbal and written format with internal and external contacts 8 hours per day

**Movement:**

Ability to maneuver within work site 6-8 hours per day

**Lifting/Pulling/Pushing/Carrying:**

Able to comfortably move and manipulate up to 30 lbs of weight up to 4-6 hours per day

**Travel:**

**Must be 21 years old and eligible for van authorization.**

**ACKNOWLEDGEMENT AND SIGNATURE**

I acknowledge that I have read the above job description and understand the requirements of the job. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand that job responsibilities and requirements may change at any given time based on organizational and departmental needs. I acknowledge and agree this job description does not establish any employment contract between the Boys & Girls Clubs of Central Minnesota and me.

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Employee Signature

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Date