

**Position Title:** PT TeenTech/Kidscode

**Program Description:** The Computer Mentors Group TeenTech/KidsCode programs are seeking a part time mentor/instructor to assist with our mission of engaging elementary and school youth with discovery learning in Computer Science and the introduction of Sciences, Technology, Engineering, Arts, and Mathematics (STEAM), as students shape their interest to pursue future degrees and careers. The position is part-time and runs year-around and summer programming.

**Role:** The individual will act as a coordinator, webmaster, and technology mentor to assist the KidsCode/TeenTech programs in the areas of:

- Instructor/Mentor-Present to school-age youth
- Coding and programming
- Website development
- Mobile App development
- Projects

**Responsibilities & Duties:**

- Sustain positive relationships with partner facilities and their representatives.
- Work closely with Teen Tech/KidsCode Managers
- Assist manager with assignment and implementation of NPO projects to students
- Work closely with Program Director and Program Managers to facilitate afterschool and/or Summer Program

**Compensation & Hours**

- Up to \$17/hr.
- Midday and essential times 1:30 p.m. to 8:00 p.m. Monday through Friday – afterschool
- Hours will vary for Summer program
- Background check required

**Qualifications:**

- Demonstrates mastery within Microsoft Office Suite (MOS Certification preferred)
- Excellent communication skills
- In-depth understanding of program processes and outcomes
- Ability to engage community members in a dialogue that promotes the organization's messaging
- Attention to detail
- Working knowledge of WordPress
- Ability to use social media, such as Facebook, Instagram, LinkedIn, and Twitter
- Ability to mentor youth from diverse backgrounds
- Basic understanding of Mobile Apps and Video
- Must be able to thrive in an almost constantly changing environment
- Must LOVE to work with youth
- Must have reliable transportation

**How To Apply:** Send resume and cover letter to Computer Mentors, Human Resources via E-mail to: [sbaptiste@computermentors.org](mailto:sbaptiste@computermentors.org)

Please learn more about our programs by visiting our website at <http://computermentors.org> and specifically the program site at:

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