

Position Title: Full-Time KidsCode Program Manager

Program Description: Computer Mentors is seeking a manager for its KidsCode program. This person to assist with our the mission of engaging elementary and middle school youth, with discovery learning in Computer Science and Information Technology. We provide an introduction of Sciences, Technology, Engineering, Arts, and Mathematics (STEAM), as students their shape interest for future degrees and careers.

Role: The individual in this position will serve as a manager and technology trainer to assist and mentor youth as they work progressively toward learning skills of coding and computer programming. This person will work and supervise Mentors/Trainers in environments including afterschool programs, recreation centers, and summer time programming (out-of-school time).

- Graphical interface programming – coding, programming curriculum,
- Web & Game development
- EV3 – Lego Mindstorms, Robotics
- This position is responsible for mentoring and monitoring student progress

Responsibilities & Duties

Work closely with Program Director in all projects including to update and improve KidsCode curriculum

- Support coding and programming at all program locations
- Assist students in completing work required to learn coding, programming, including basics in Python, JavaScript, and JavaScript
- Assist students in completing work required to learn robotics design and programming
- Assist students in completing work related to creating and writing code
- Assist maintaining computer lab and facility
- Assist in maintaining databases: comprehensive records and progress reporting

Compensation & Hours

- \$40k - \$45k (*commensurate with experience*)
- 9:00 a.m. to 6:00 p.m. Monday through Friday – afterschool (some week-ends required)
- Background check required

Qualifications:

- Must enjoy working with youth, and have the ability to mentor youth from diverse backgrounds
- Good knowledge of computer software and hardware including the coding curriculum platform, drones and robotics
- Demonstrates mastery within Microsoft Office Suite (MOS Certification preferred)
- Proficiency with Windows, Mac, iOS, and Android
- Bilingual in Mac and Windows
- Excellent communication skills, with attention to detail
- In-depth understanding of program processes and outcomes
- Ability to engage community members in a dialogue that promotes the organization's messaging
- Must be able to thrive in an almost constantly changing environment
- Must have valid driver's license

How To Apply: Send resume and cover letter to Computer Mentors, Human Resources via E-mail to: Ralph Smith (RSmith@computermentors.org). Please learn more about our programs by visiting our website at <http://computermentors.org>.