



## **Part Time Computer Instructor**

The Boys & Girls Clubs of MetroWest is seeking a part time Computer Instructor for developing, implementing and overseeing all Computer Center programs for children/youth between the ages of 7-16 in their afterschool program. This is a part time position between the hours of **2:30-6:00** Monday – Friday. Location: Boys & Girls Clubs of MetroWest- 169 Pleasant St., Marlborough MA.

### **Responsibilities Include:**

- Engaging children to create digital art pieces (Photoshop, 3D design, etc)
- Facilitate informal mini workshops for kids on a weekly basis
- Keeping up with the computer clubhouse room and equipment
- Assist members with basic computer skills and create an environment for learning
- Work with Program Director to develop program plan.
- Implement various educational computer programs with members.
- Implement consistent schedule with software specific activities
- Monitor and evaluate programs, services and activities to ensure high yield educational activities are producing results.
- Work well with in a team and have a high energy level.
- Ability to build and maintain effective relationships with children/youth.
- Ability to structure and organize job responsibilities independently.
- Experience working with youth grades 2-7.

### **Administrative Responsibilities:**

- Gather information and resources for program.
- Keep records on program activities and attendance.
- Monitor program supplies.
- Keep written program plans and evaluations.
- Participate in regular supervisory meetings with Club Director.

### **Professional/Educational Experience:**

- Experience working with youth in groups. Experience teaching children. Knowledge of Youth Development
- Must have strong computer skills. Familiar with some of the following software; Adobe software, Bryce, Poser, Punch Pro, Sony Acid Pro.
- Bilingual a plus.
- College degree in related field encouraged.

**Qualified candidates - please contact Peter Dickerman at [pete.dickerman@bgcmetrowest.org](mailto:pete.dickerman@bgcmetrowest.org)**

**Or send resume to: Boys & Girls Clubs of MetroWest  
169 Pleasant St, Marlborough MA**