

Homework House INC

Title: Computer Lab Program Specialist
Report to: Director of Programs

Grade: part-time position

Essential Functions and Responsibilities: The Computer Lab Program Specialist has responsibility for the day-to-day oversight and use of the Homework House computer lab.

Mission and Program:

1. Keeps the organizational mission and values at the forefront of Homework House's work and before the eyes of the children, and volunteer tutors.
2. Oversees day to day operations of Homework House's computer lab
3. Optimizes computer usage by children and staff by researching and recommending enhancements to system capabilities and performance
4. Identifies, troubleshoots and resolves hardware, software and network-related issues to ensure smooth operations of Homework House computer lab.
5. Plans, implements and documents fun and engaging computer-related activities for children, tutors and families that support the children's acquisition and development of reading and math skills.
6. Welcome parents to program sites as visitors, observers and participants;
7. Research and recommend appropriate educational technologies
8. Maintain accurate data, records, and files to document all activities conducted and services provided.
9. Participate in weekly staff and site meetings and weekly supervision meetings with Director of Programs

Skills required:

1. At least two years of coursework in computer-related sciences or equivalent
2. Facility with HTML/CSS and/ Scratch/Scratch Jr.
3. Flexibility and willingness to do whatever the daily tasks involve
4. Ability to relate and communicate well with people of all ages and backgrounds
5. Teaching experience preferred
6. Bilingual/bicultural background (preferred) and sensitivity
7. Readiness as self-starter and initiator
8. Self-awareness as mentor and role model for children, families, staff, and volunteers

Education:

High School Diploma or equivalent required/BA preferred

Send resume and cover letter to:

Joanne O'Toole
Volunteer Coordinator
Homework House
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Holyoke, MA 01040
(413) 313-8615

www.homeworkhouseholyoke.org

