



Teen Tech Center Specialist **PART-TIME POSITION DESCRIPTION**

Reports to: Education Supervisor/ BBTTC Coordinator

I. BASIC POSITION REQUIREMENTS:

1. 18 years of age or older.
2. Holds a High School Diploma or equivalent documentation.
3. Drivers License or Identification card and valid automobile insurance.
4. Bi-lingual in English and Spanish
5. Maintains the State-In requirements
6. Displays Knowledge and understanding of all current State and Local Regulations

II. POSITION REQUIREMENTS:

1. Experience working with youth.
2. Background in technology or skillfully inclined in any artistic field such as:
 - **Music** (Recording / Producing / Singing / Engineering / Instrumental)
 - **Film** (Video/ Recording/ Commercial)
 - **Photography** (Editing/Portraits, Wildlife, Sports, Landscapes, etc.)

Tech savvy and experience using equipment along with design programs
3. Operate and provide transportation for members of BBTTC to and from the program
4. Able to participate in activities and provide the youth with a supportive environment, maintain behavioral guidance, and implement appropriate consequences when disruptive behavior occurs.
5. clean designated areas. Keeping tech equipment, furniture, tables, floors, bathrooms clean, healthy and ready to use.



PROJECT VIDA

EDUCATION – Best Buy Teen Tech Center 2020
-3607 Rivera, El Paso, Texas 79905
533-7057 ext. 456

BEST BUY
Teen Tech Center

III. ADDITIONAL RESPONSIBILITIES:

1. Maintain and update any devices and other equipment throughout the center.
2. Preparing and setting up the center before closing for future operation hours.

IV. PROGRAM IMPLEMENTATION

1. Understanding the Clubhouse Network model and regulations through the Best Buy Teen Tech Center.
2. Complying and understanding the Project Vida After School Enrichment Program.
3. Implement mentorship and following activities.
4. Uses English language more often during the day.

Point of Contact:

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