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

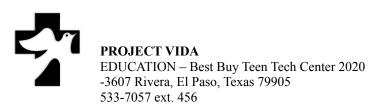
II. POSITION REQUIREMENTS:

- 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.





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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