

BOYS & GIRLS CLUBS OF BOSTON

Technology Director

Purpose:

Two major responsibilities are oversight of all aspects of the BGCB Technology Program (planning, implementation and ongoing evaluation of quality and developmentally appropriate programming within the club's technology program area for youth ages 6-18) and the clubhouse's technology including the LAN, all hardware, software and peripherals. Additional responsibilities include the supervision of program staff, department budget, program support to other clubhouse program areas, and the training of BGCB staff and other stakeholders as appropriate.

Responsibilities:

PROGRAM

- Within the Harcourt Learning and Technology Center (HLTC), manage all aspects of program design, delivery and evaluation consistent with the guidelines of the Intel Computer Clubhouse and the objectives of the BGCB Technology Program. Ensure members have the opportunity to design projects and express themselves creatively utilizing technology in a learner-centered environment. Expose members to technology beyond their clubhouse via trips to other BGCB clubs, the Intel Computer Clubhouse, MIT Media Lab, Museum of Science and other locations deemed appropriate.
- Supervise and discipline members participating in programs and services within the program area as well as throughout the clubhouse as deemed appropriate.
- Develop and participate in collaborative programs/events with other clubhouse staff and staff from other BGCB clubhouses.
- Manage and actively participate in all aspects of appropriate external collaborative efforts/programs and community-based initiatives (e.g. Technology Goes Home, pilots of software and other program activities, community consortiums, ICCN collaborative programs). Documentation of the experience, reports, grants and other reporting responsibilities are to be completed in a professional and timely manner. Assess opportunities of new partnership opportunities and make recommendations to Executive Director and Director of Technology Programs.
- Participate in program/service outcome measurement processes and other evaluations including BGCA's annual evaluation, *Commitment to Quality*.
- Act as an on-site technology program/activity resource to clubhouse department heads.

TECHNICAL SUPPORT AND TRAINING

- Oversee basic operation and support of the LAN infrastructure; serve as first point-of-contact for technical support throughout the clubhouse; assist IT staff (internal and external) as necessary.
- Assist with integration of technology throughout the club including set-up and maintenance of hardware and software.

ADMINISTRATIVE

- Orient, train and supervise department staff; provide annual performance evaluations for applicable staff in a timely manner.
- Recruit and retain mentors and other volunteers who can offer related instruction, support and guidance to members.
- Attend bi-weekly Technology Team meetings, monthly Intel Computer Clubhouse Network (ICCN) meetings, and other meetings deemed appropriate by either/both supervisors. Participate in professional development opportunities as approved by either/both supervisors include ICCN trainings/conferences.
- Secure, maintain and monitor budget, supplies, equipment and other resources belonging to the technology program. Maintain cleanliness of program area.
- Travel between sites and to activities as needed.
- Other related duties as specified by the Director of Operations and/or Director of Technology Programs.

Qualifications:

- BA/BS required; equivalent experience (including certifications) considered
- Direct experience developing and delivering technology programs to youth in a inquiry-based learning environment
- Knowledge of project-based learning, web-based tools and software
- Experience as a teacher and/or trainer preferred
- Minimum one year supervisory experience; experience managing collaborative programs/efforts preferred
- Strong interpersonal and communication skills required
- MS Office and web competency required; network and other technical knowledge preferred
- Ability to work with youth and families from a variety of backgrounds
- Ability to work independently and as part of a team
- Flexibility to work clubhouse hours especially as seasons and service needs change
- Valid drivers license required

EEO m/f/d/v

Please send all cover letters and resumes to: BGCB, Human Resources Department, 50 Congress Street, suite 730. Boston, MA. 02109. Fax: 617-994-4734. Email: resumes@bgcb.org