Position Title: Program Specialist - Elementary or Middle-High
Part Time

Core Hours: 9:30am-1:00pm (Homeschool Programs) | 2:00pm - 7:30pm (Afterschool Programs)
Days: Mon - Fri

Position Summary:
Program Specialists are an important resource for the youth at the Digital Harbor Foundation Tech Center, supporting them in discovering and developing their potential through technology and maker activities. Through daily interactions, Program Specialists work to ensure that youth are productive, receive the help that they need, and actively provide technical guidance to aid in a youth's progression through DHF's programs.

- While Program Specialists are part-time positions, one should expect to receive assignments to work with elementary, middle, or high school aged youth up to 5 days a week both during the school year and throughout the summer.
- Additionally, Program Specialists may be asked to design and create technology and maker activities, including: documentation, lesson plans, blog posts, and other curricular supports that can be used in future DHF programs (as assigned).
- There may be additional opportunities outside of afterschool program hours that may include daytime field trips, weekend events, etc.

Essential Duties and Responsibilities:
1. Confidently lead a group of diverse elementary, middle, or high school aged youth in technology and maker activities.
2. Maintain appropriate behavioral management of a group of 15-25 youth to ensure safety and productivity.
3. Thoughtfully care for the emotional and intellectual needs of youth in DHF programs.
4. Ensure the interests and needs of the youth are addressed and communicated to Program Managers.
5. Provide opportunities for youth-centric learning by supporting the development of skills relating to new tools and resources for technology / maker activities.
6. Complete daily Youth Management and Tracking documents such as attendance, youth logs, shift updates, etc.
7. Understand and adapt teaching strategies to youth with a variety of learning styles and capabilities.
8. Work together with colleagues and DHF staff to deliver high quality programs for youth.
9. Clean and care for DHF technology, tools, and facilities.
10. Continually develop personal skills in technology, youth development, and current topics in technology and maker education.
11. Develop and maintain strong, positive relationships with youth and their families.
12. Participate in regular meetings with Program Managers to discuss concerns and give and receive feedback with a goal of improving program quality and personal performance.
13. Assist in recruitment efforts for youth programs and events including, but not limited to: scheduling of site visits and presentations, communication strategies, etc.
14. Be prepared to deliver technology and maker education content to youth in programs by reviewing the facilitator's guide, content objectives, course content, and completing any necessary preparation for the course, including but not limited to: prototype creation, software installation, supplies ordered, etc.
15. Other duties as assigned.

Updated March 2019