



## POSITION DESCRIPTION

**Position Title:** Cox Innovation Technology Lab Instructor

**Organization:** Boys & Girls Club of Western Benton County

**Department:** Education

**Address:** 655 Heritage Court Siloam Springs Arkansas 72761

**Supervisor Name:** Stephen Johnston – Director of Operations

**Supervisor Contact:** 479-524-4174 or stephen@bgcwbc.org

## TERMS OF EMPLOYMENT

- A. **Background Checks:** This position requires the following background checks prior to employment:
  - a. verify the person's identity and legal aliases through verification of a social security number
  - b. a national Sex Offender Registry search
  - c. a comprehensive criminal search which includes a national search
  - d. a comprehensive local criminal search which includes a statewide criminal search
- B. **Eligibility:**
  - a. Be a currently enrolled undergraduate student who will be returned to college as a full-time (12 credit hours) sophomore, junior, or senior, in the fall of 2021.
  - b. Submit written enrollment verification from their college or university confirming the student's enrollment status to United Way of Northwest Arkansas.
- C. **Work Schedule & Conditions:**
  - a. This is a full-time seasonal (35 – 40 hours per week) position. This position is for the period of June 7 – July 31, 2021.
  - b. This position is not eligible for sick, vacation, and holiday leave during employment.
  - c. This position will utilize our Cox Technology Lab.
  - d. During the week of July 5 to July 9, 2021 – this position will allow for work to be completed from home with an opportunity to finalize plans for the grand celebration of student projects (to be held during the week of July 26, 2021). The Club is closed to members during this week.
- D. **Benefits:**
  - a. **SALARY** – The individual shall receive \$3,200 for the eight week term, distributed bi-monthly in equal amounts for the duration of employment.
  - b. **PROFESSIONAL DEVELOPMENT** – The United Way of Northwest Arkansas will provide an in-person orientation and three professional development opportunities to the employee. The Boys & Girls Club will provide access to the Boys & Girls Clubs of America online "Spillett Leadership University", a comprehensive training site dedicated to strengthening the leadership capabilities of staff at every level of organization as well

as [www.myfuture.net](http://www.myfuture.net) (BGCA's mobile-friendly social platform with access to over 125 Boys & Girls Club program activities in areas such as STEM, leadership and the arts. With MyFuture, kids and teens can learn new skills, connect with their friends, and earn recognition and rewards in a safe and fun online environment.

**E. Evaluations:**

- a. The employee will receive an evaluation of their performance at the end of their employment from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation.

**RESPONSIBILITIES:**

**A. Position Purpose:**

- a. Develop and implement an eight week curriculum to utilize multiple teaching strategies for creative uses of technology to increase 21<sup>st</sup> century skills of members in the areas of video production, podcasting, and digital arts.

**B. Duties:**

- Develops (by utilizing myfuture.net) and creates a six week lesson plan to offer three classes a day – one for video production, one for podcasting, and one for digital arts.
- Assigns special projects to students
- Provides appropriate resources and learning materials for students utilizing a predetermined budget
- Encourages creativity in students
- Ensures that computer equipment is functioning properly
- Keeps order in the Cox Innovation Lab by ensuring that students are engaged
- Resets the Cox Innovation Lab after each class to ensure computer equipment is functioning properly
- Keeps all projects and student work backed up
- Ensures that the internet in the Cox Innovation Lab is used only for appropriate educational purposes
- Prepares a final celebration at the end of the eight weeks to showcase and celebrate the students completed projects.

**C. Community Impact:**

- a. By providing members access to a creative technology curriculum, it introduces students to potential careers in creative technology; and improves creative skill development by helping members become better problem solvers.

**QUALIFICATIONS:**

- Must have exceptional computer skills
- Must have excellent verbal and written communication skills
- Must have knowledge of a wide range of computer technologies
- Have superior dexterity for keyboarding and operating a mouse
- Must have excellent critical thinking and analytical skills
- Must have strong organizational and time management skills

- Must have good social networking skills
- Must have an understanding of computers and operating systems
- Must be detail oriented and mechanically inclined.
- Must be able to operate or learn to operate podcasting equipment and video equipment
- Must be able to operate or learn digital arts software

**LEARNING OBJECTIVES:**

**A. Career Development:**

- a. Interns will gain an understanding of the process of creating and implementing creative technology programs for students from start to finish.

**B. Skill Development:**

- a. Key skill development includes decision making, organization and planning, self-motivation, high levels of energy, and flexibility

**C. Personal Growth and Development:**

- a. Personal growth and development includes increased confidence, critical thinking, creativity, and stress tolerance

**SIGNATURE**

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Employee Name

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Supervisor Name

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Employee Signature

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Supervisor Signature

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