JOB ANNOUNCEMENT

Position: Technology Coordinator
Salary/Status: $36K-$40K, DOE (+ Excellent Benefits)
Program: OMI/Excelsior Beacon Center
Branch/Unit: Urban Services YMCA
Reports to: Director of Youth Programs

YMCA of San Francisco is a 501 (c) (3) nonprofit organization that has been serving the San Francisco community for over 150 years. The Urban Services YMCA is the social services branch of the YMCA of SF. The OMI/Excelsior Beacon Center is a comprehensive youth and community center for the OMI and Excelsior communities based out of James Denman Middle School.

General Overview:
The San Francisco Beacon Initiative has been awarded $1.4 million dollars through the American Reinvestment and Recovery Act of 2009 for the Broadband Technology Opportunities Program (BTOP). BTOP will provide extensive training, computers, and broadband services to youth and families through activities delivered at San Francisco Beacon Centers.

Beacon Centers transform public schools into youth and family centers that become a beacon of activity for the surrounding neighborhood. Drawing on the existing wealth in our communities, Beacon Centers create pathways to lifelong learning through which young people and adults can always find the next challenge or step in their process of learning, growth, and development throughout a lifetime. For more information, go to www.sfbeacon.org.

Position Description:
The BEACON TECHNOLOGY COORDINATOR is responsible for the development and management of a computer lab based at the OMI/Excelsior Beacon Center (housed in James Denman Middle School). The Technology Coordinator will develop and implement (including direct instruction) computer based programs for youth and adult community members afterschool and in the evenings at the Beacon Center.

DUTIES AND RESPONSIBILITIES:

1. Manage the design and implementation of youth development programs that incorporate technology into learning. This includes:
   - Attending regular computer curricula training provided by Bay Area Video Coalition (BVAC)
   - Developing lesson and project plans
   - Acquiring and preparing instructional materials
   - Recruiting and placing youth into class groups
   - Scheduling classes
   - Communicating with parents and families (through phone, written communications, in-person)
   - Tracking attendance
   - Documenting class activities and projects
2. Serve as lead instructor for youth technology-enriched youth development programs. This includes:

- Teaching classes
- Trouble-shooting software and hardware problems during classes
- Working with staff to handle interventions needed to address youth behavioral issues that arise during classes
- Assuring reliable and safe access to Internet sites for educational classroom use

3. Manage the computer lab technology. This includes:

- Ensuring computer lab equipment is supervised, maintained and protected
- Coordinating all work regarding the SFUSD computer network with SFUSD Desktop Support Department

**EXPERIENCE AND QUALIFICATIONS:**

**Training and Education**

- Bachelor’s Degree or at least 5 years experience working with youth leading technology programs may be substituted for Bachelor’s Degree.
- Minimum of 3 years leading technology programs for middle school and high school age youth as well as adults in a community-based or school-based setting.
- Experience with integrating 21st Cent technology skill building across many different afterschool disciplines (visual arts, academics, music, project research, digital film making, etc).
- Experience facilitating workshops, classes and other educational programs for youth and adults.
- Ability to research and develop training for youth and adults in a variety of topic areas focusing on building technology skills.
- Ability to communicate well with audiences exhibiting a variety of skill levels.
- Experience working with diverse populations of learners (i.e., ethnicity, age, ability, etc.).
- Knowledge of California Board of Education Content Standards and Career Pathways is a plus.

**Technical**

- Advanced skills and knowledge of Microsoft Office suite is required.
- Working knowledge of computer software programs (i.e., Survey Monkey, HTML, Dreamweaver, Adobe Creative suite, Flash) is highly desired.
- Experience with multimedia technologies (i.e., scanners, digital cameras, digital video, etc.) is highly desired.

**Organizational**

- Excellent people and interpersonal skills is a must!
- Ability to work independently as well as collaboratively in a team environment.
- Ability to organize, plan, and prioritize workload.
- Ability to communicate clearly, effectively and cooperatively, both verbally and in writing.
Other

- Ability to pass fingerprint clearance from the Department of Justice/FBI and TB Health clearance.
- Bilingual Cantonese, Spanish, or Tagalog a plus.

TO APPLY:

Email resume and cover letter detailing your relevant experience to:
jobs@omiebeacon.org
OMI/Excelsior Beacon Center
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