



BOYS & GIRLS CLUBS
OF THE EAST VALLEY

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JOB ANNOUNCEMENT

To: All Clubs
From: Diane Aman
Subject: Job Opening
Date: January 17, 2018

Qualified candidates are encouraged to apply for the full-time **Computer Instructor** position currently open at the Boys & Girls Clubs of the East Valley – **Gila River Branch - Komatke**. The Komatke Branch is located near Laveen, Arizona.

Among other duties, a candidate for the **Computer Instructor** position must have the ability to plan, deliver, and evaluate the computer education programs for young people ages 5-19 in accordance with our organization mission. In addition to excellent computer and technology skills, qualified applicants must have the ability to learn new skills; create effective learning opportunities for youth and teens; excellent organization skills as well as a passion for learning and supporting the learning process. In addition, this person must be a team player, personable, and highly self-motivated. Qualified individuals should also possess strong technology knowledge including the ability to provide basic desktop troubleshooting.

The position is full-time with a salary of \$25,000-\$26,500 a year for fully qualified candidates. Benefits are available the first of the month following 60 days of full time employment. Applicants must have a minimum of two years full time of experience working in a Boys & Girls Club or similar organization, excellent computer skills with a proven ability to teach youth and teens technology, excellent organizational skills, ability to develop and implement learning experiences for youth, and have a passion for learning and helping others to learn. Among additional qualifications required, the applicant must be able to provide basic computer maintenance including file management, trouble-shooting, and technical support to the Club's youth and mentors.

We perform background checks and pre-employment drug screening as part of our employment process.

Interested persons need to submit the following information to Diane Aman via email to diane.aman@clubzona.org or fax to (480) 820-4093.

- ☆ A current resume
- ☆ A letter of interest outlining your qualifications for the position