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**Position:** **Technology Specialist**

**Reports to:** **Tech Coordinator**

**Hours/Week: Part Time**

**Chop’s summer hours- Tues-Fri 12:00-7:00pm**

**Salary:** **TBD-based on experience**

**GENERAL RESPONSIBILITIES:** Under direct supervision of the Technology Coordinator, the Tech Specialist is responsible for mentoring and guiding teens while ensuring adherence to the Chop’s Code of Conduct and Tech Policy. Tech Specialist oversees the Tech Lounge including organization, inventory and maintenance of all tech equipment, such as hardware, software, gaming consoles and accessories.

**KEY RESULT AREAS:**

* Maintains a safe, healthy and age-appropriate environment
* Supervises Tech Lounge to ensure that Chop’s Tech Policy and user agreements are adhered to.
* Supervises and facilitates tech lounge activities mentoring the members.
* Enforces appropriate adherence to Chop’s Code of Conduct.
* Ensures the Tech Lounge is organized, clean and well-run. This includes making recommendations to the IT and Tech Coordinator, maintenance and cleaning of the tech equipment, trouble shooting and solving technical problems.
* Keeps current with latest technology and communicates needs for Tech Lounge.
* Utilizes opening/closing checklists to ensure tech lounge equipment and space is well cared for.
* Sets a positive example in conduct, interpersonal communication and personal habits.

**MINIMUM QUALIFICATIONS:**

* At least 18 years of age.
* Must be able to take apart a basic computer and accurately re-build it.
* Knowledge and experience with servers, computer hardware and software, including systems and Deep Freeze.
* Knowledge of troubleshooting technical issues on Windows systems required.
* Knowledge and experience working effectively with, and relating to, teens ages 12 to 18.
* Knowledge of gaming consoles such as Nintendo Switch, PlayStation 4, Xbox One required.
* Knowledge of computer games such as Fortnite, Roblox, Minecraft, Valorant, League of Legends, Counterstrike, Team Fortress 2 required.
* Fingerprint clearance through the California Department of Justice.
* First aid and CPR certification required within 90 days of employment.

Submit cover letter and resume to Program Director, Kevin Anderson: [kevina@chopsteenclub.org](mailto:kevina@chopsteenclub.org)