



Human Resources
220 East Morris Avenue #200
South Salt Lake City, UT 84115-3200
Phone (801) 483-6028 Fax (801) 412-3276

March 13, 2019

PUBLIC NOTICE

The City of South Salt Lake is accepting applications for the following position:

PROMISE TEEN TECH COORDINATOR I

The South Salt Lake Promise Teen Tech Coordinator I reports to the Promise Deputy Director and manages the entire operation of Best Buy Teen Tech Center. This position is responsible for overall safety and order of youth, staff, and volunteers while ensuring high quality programming and interaction with youth and their families.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Manages the entire operation of the assigned center's afterschool/evening program
 - 1.1 Oversees and trains Program Managers, Prevention Specialists, Family Liaison, and Volunteers
 - 1.2 Responsible for the overall safety, order, and check-in/check-out of students and staff
 - 1.3 Help Teen Tech Center participants develop projects (e.g., help them generate ideas, gather materials, start projects, match mentors with participants to guide youth through skills development, and support participants ongoing projects).
 - 1.4 Provide basic computer maintenance; including file management, trouble-shooting, and technical support to Teen Tech Center participants and mentors.
 - 1.5 Coordinates home visits with Family Liaison staff as necessary and ensures positive interaction with parents and family members
 - 1.6 Provides positive leadership in the workplace
 - 1.7 Ensures organization and cleanliness of Center space
 - 1.8 Schedules building space (on-site and off-site) for site programming
 - 1.9 Creates and publishes monthly site newsletter and calendar
2. Establishes professional relationships with partner organizations
 - 2.1 Collaborates with/creates new partnerships to enhance Center programming
 - 2.2 Assures alignment of curriculums and activities with Promise goals and grant requirements
 - 2.3 Assures daily reporting requirements are met through Social Solutions Efforts to Outcomes (ETO)
 - 2.4 Develops relationship with the Clubhouse Network, Best Buy, school principals, UWSL Community School Director and collaborates on as many programs and activities

- 2.5 Work closely with the local Best Buy store to recruit Geek Squad Agents and Blue Shirt volunteers
- 2.6 Provide community outreach to involve a diverse group of young people, parents, teachers, and community leaders in the program.
3. Manages center specific grants
 - 3.1 Ensures program meets the term of grants
 - 3.2 Ensures records are maintained and secure
 - 3.3 Adheres to the process and implementation of items in the Utah Afterschool Network Quality Tool (UAN Self-Assessment tool)
 - 3.4 Ensures proper utilization and reporting of allocated budget
 - 3.5 Completes mid-year and annual grant reports
 - 3.6 Fulfill the Clubhouse program model, including keeping records of participants, utilizing Clubhouse Network database, completing surveys, etc...
4. Plans and implements summer and interim programs
 - 4.1 Collaboratively works with other Promise SSL Coordinators
 - 4.2 Surveys youth and families to best community needs
 - 4.3 Plans specific project-based activities for participants
5. Participates in Promise SSL Council work (Education, Health, Arts, Neighborhood, Jobs and Economy, Safety, Housing, Interfaith, and Equity) as assigned
 - 5.1 Attends monthly meeting and follow through with assigned action items
 - 5.2 Actively engages in the
 - 5.3 Provide leadership and vision supporting Promise goals and mission

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

- Bachelor's Degree and/or Associates Degree plus 2 years of relevant experience or 4 years of relevant experience in social change work/afterschool management

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Proven track record working with youth, in particular young people from underserved populations; skills and techniques used in a community learning center programs.
2. Ability to continually research and learn new tech skills, be a self-starter and work independently.
3. Excellent organizational skill and project oversight experience.
4. Skill in First Aid and CPR; skills in professional office settings, competence in all common computer software including Microsoft office suite.
5. Ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, and the general public.

KNOWLEDGE, SKILLS AND ABILITIES

1. Experience with computers and interest in technology
2. A passion for learning and helping others to learn
3. Interest in technology as a creative and empowering tool for youth development

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field. Unconventional working hours may be required, including evening and overnight work during in- and out-of-state meets (center-specific).

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

WAGE: Grant-funded - \$33,000 annually

CLOSING DATE: March 22, 2019

MUST COMPLETE CITY APPLICATION

Resumes submitted without application will not be considered.

Application available at www.sslc.com and fax to 801-412-3276

or apply in person

CITY OF SOUTH SALT LAKE

220 EAST MORRIS AVENUE (2430 South)

2nd FLOOR

FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN

EQUAL OPPORTUNITY EMPLOYER

THIS ORGANIZATION USES E-VERIFY