



**BOYS & GIRLS CLUB
OF ALBANY**

Title: Tech Lead

Hourly rate: \$10.25

Weekly Hours: 30/wk

Education Level: High School

Key Roles

- Develop lesson plans for quarterly program, and implement programs accordingly
 - Lesson plans should include BGCA recognized programs
- Request appropriate supplies based on quarterly program plans
- Follow opening and closing procedures daily in program area
- Submit weekly/daily reports to supervisor
- Rules must be posted and up to date
- Recognition boards must be updated weekly
- Make recommendations regarding member's needs, program ideas and facility needs
- Represent the club during special programs and or events
- Keep room fresh and inviting (Decorate walls with current members work and accomplishments)
- Responsible for behavior correction and documentation

Job Description:

- Ensure a team based work environment by communicating effectively and positively with supervisors, co-workers and volunteers.
- Maintain and utilize appropriate and adequate equipment
- Perform other duties as assigned.
- Implement and enforce all Club rules and policies with the members
- Ensure a safe, healthy and positive environment
- Actively supervise and engage members at all times
- Participate in scheduled staff meetings and trainings.
- Staff must wear their ID Badge and a BGCA shirt.
- Must be able to work 1:30-7:00 pm Monday – Friday