JOB TITLE: TEEN TECH CENTER MENTOR ENGAGEMENT INTERN

JOB SUMMARY:

The Teen Tech Center Mentor Engagement Intern is an energetic and social individual that coordinates, engages and inspires youth mentors within the Teen Tech Center. The Intern will work with community mentors to engage youth (ages 13 to 18) to illustrate their life stories (successes, challenges, struggles, and dreams) through creative art, music, animation, designing science simulations and mobile applications; write and illustrate interactive poetry. The Mentor Engagement Intern will assist youth to develop film (movies, documentaries), kinetic sculptures, robotic constructions, designing their own 3D worlds, developing video games through state-of-the-art technology and professional software tools. The Mentor Engagement Intern will organically support, guide, and develop mentors towards their goal to “INSPIRE and MOTIVATE” youth to pursue their interests and build upon their talents!

The Mentor Engagement Intern will facilitate the relationship between Family Service, mentors, and youth. The Mentor Engagement Intern is expected to continually develop and strengthen relationships with youth and mentors through a demonstrated:
- Passion for working with youth
- Ability to identify opportunities to engage youth
- Design creative approaches to problem solving
- Effective communication and negotiation skills with youth, volunteers and community partners

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Teen Tech Center Coordinator
2. Directs: Support mentors and youth within the Teen Tech Center.
3. Other: Work cooperatively with other support, program staff and community partners.

ESSENTIAL PERFORMANCE REQUIREMENTS:

REQUIRED COMPETENCIES/SKILLS:

Achievement Focus:
Generates creative solutions. Translates concepts and information into images. Applies design principles. Uses feedback to modify designs. Demonstrates attention to detail.

Customer Service:
Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.

Innovation:
Displays original thinking and creativity. Meets challenges with resourcefulness. Generates suggestions for improving work. Develops innovative approaches and ideas.

Use of Technology:
Demonstrates required skills. Adapts to new technologies. Troubleshoots technological problems. Uses technology to increase productivity. Keeps technical skills up-to-date.

Essential Functions

1. Have basic to high competency in computer maintenance, including file management, trouble-shooting, and technical support to youth and mentors.
2. Keep records of participants, document success and challenges of the youth, keep the center organized and engaging.
3. Inspire teens to develop projects that build on their interests, their talents and their dreams!
4. Provide community outreach to involve a diverse group of young people, parents, teachers and community leaders to the Teen Tech Center.

5. Serve as an ambassador in supporting and contributing to healthy and productive communication throughout the agency with youth, staff and stakeholders including participation in the Intel Computer Clubhouse Network, attending network meetings, sharing ideas and issues, and supporting collaborative projects.

6. Maintain a working environment which encourages mutual respect, promotes respectful and congenial relationships between employees and is free from all forms of harassment.

7. Perform additional duties as assigned in accordance with the agency’s “team” philosophy and supporting the organizational goals.

QUALIFICATIONS:

To successfully perform at this job, an individual must be able to perform each essential performance requirement satisfactorily. The requirements listed below are representative of the training, experience, knowledge, and skills required for this job. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions listed above.

Education/Training/Certifications/Licenses and Experience

1. A High School Diploma and some college credits.
2. Provide evidence of interest in technology as a creative and empowering tool.
3. Interpersonal skills, including ability to work with a diverse group of youth with diverse backgrounds and abilities and a talent for making people feel welcomed and valued.

Knowledge and Skills

1. Bilingual (English/Spanish) desirable.
2. Proven passion in working with youth, particularly in an informal, creative, but possibly chaotic learning environment
3. Deep interest in technology as a creative and empowering tool; provide evidence (projects worked designed, created, etc..)
4. Strong social skills, including an ability to engage, facilitate and get along with people of diverse backgrounds, various creative abilities and a talent for making people feel welcome and included
5. Be organized, be a positive role model, want to always learn and helping others to learn

TIMES WORK WILL BE PERFORMED:

The agency's hours of operation are extended and non-traditional, and may vary based on office location and/or stakeholder requirements. Employees are asked to work the schedule that is best suited to the achievement of deliverables and stakeholder requirements based on the agency's posted business hours, or as required by stakeholder and contractual requirements. Employees who work in an exempt position are paid on a salaried basis and are not entitled to overtime pay. The amount of the salary is intended to compensate the employee for all hours worked to perform the required job.