Leech Lake Boys and Girls Club  
Position: Technology Coordinator

The Boys & Girls Club is an afterschool youth development program. Our goal is to help youth become productive, caring and responsible citizens through offering them a fun place to go that is safe, where there are supportive adults, who offer lots of opportunities as well as set expectations for success and recognize youth for their achievements large or small. If this sounds like an environment that you would like to be a part of, please read below and inquire with Lindsey Schiller (218) 335-8144. Interviews and hiring is all done on a first come first serve basis.

Job Description:

Work study position would involve planning, implementing & maintaining the technological infrastructure of the Boys & Girls Club of the Bemidji Area. Working under the direction of the Impact & Administrative Director applicants will be expected to be able to solve software problems (Windows OS), install software including operating systems, build new workstations from components, provide basic tech support for troubled workstations & networks, and investigate & make recommendations for technological infrastructure improvements at the Club. May be asked to teach kids and other staff technology skills.

Requirements:

A background check is a pre-requisite for employment. Preferred skills in an applicant include: Prior technology experience or proficiency, patient, inquisitor nature, a learner, ability to multi-task, organized, positive, enthusiastic, and ability to positively discipline. Students would be expected to work approximately 8-12 hours a weekly with scheduled hours and on-call hours.

Contact Information:  Lindsey Schiller (218) 335-8144