LEAP COMPUTER LEARNING CENTER DIRECTOR
01.16.14

LEAP’s mission is to develop the strengths and talents of young leaders who implement year-round community and school-based programming designed to achieve positive academic and social outcomes for children living in high poverty urban neighborhoods.

Position Summary: The LEAP Computer Learning Center Director is responsible for 1) using technology to introduce LEAP participants to new and interesting ideas about themselves and their communities and 2) troubleshooting the day-to-day technical issues related to LEAP’s computer systems. The LCLC Director will teach classes in LEAP’s learning center to participants in the Children’s, Youth Development and Community Center Programs. The Director will also work closely with LEAP’s technology consultants to ensure that the computer systems, servers and networks are fully operational. This is a highly visible position requiring effective interaction and communication with a wide range of internal staff and outside entities. This is a full-time, salaried (exempt) position.

Essential Functions:

• Create, implement and teach curriculum focused on technology to LEAP child and youth participants.
• Utilize digital media equipment to introduce children to technology through music, film, photography and other areas.
• Provide general troubleshooting assistance on technology issues to full-time staff.
• Provide basic training on technology issues to full-time staff.
• Manage LEAP’s relationship with technology consultants including, but not limited, consultants who oversee LEAP’s computer servers, website and email system.
• Work closely with the Programs Department staff to design and implement high quality classes for participants.
• Participates in all staff meetings, trainings and professional development sessions as directed.

Principal Working Relationships: This position receives coaching, guidance and evaluation from the Director of Programs and Curriculum. This position also receives guidance on technology issues from the Executive Director.

Qualifications:

• Bachelors degree from an accredited institution of higher education required
• Exceptional computer skills required, including, but not limited to, knowledge of Microsoft Word and Excel, database management and Adobe Photoshop
• Exceptional digital media skills required including, but not limited to, knowledge of digital (photo and video) cameras and software
• Experience teaching (formal K-12, after school or summer programs) required
• Experience working in nonprofit organizations preferred

Educating Children • Mentoring Youth • Inspiring Leaders

Leadership, Education, and Athletics in Partnership, Inc. (LEAP)
31 Jefferson Street • New Haven, CT 06511 • Phone: 203.773.0770 • Fax: 203.773.1695
leapforkids.org
Facebook: @Leapinc Instagram: @LEAPforkids
• Excellent attention to detail
• Ability to manage time effectively, establish work priorities, meet deadlines, and remain flexible
• Strong organizational skills, systems creation, documentation, and maintenance
• Excellent verbal and written communication skills

**Compensation:** Commensurate with experience. Excellent benefits, including a generous vacation package, POS health plan, life insurance, short-term disability, and the option to enroll in an employee paid dental plan and 403(b) retirement plan.

**Special Requirements:** Ability to work some evenings and weekends.

To apply, please send a resume and a letter of interest to:
LEAP Job Search
31 Jefferson Street
New Haven, CT 06511
Phone: (203) 773-0770/ Fax: (203) 773-1695--www.leapforkids.org

LEAP is an equal opportunity and affirmative action employer.