



**UNION LEAGUE
BOYS & GIRLS CLUBS**

2157 W. 19th Street | Chicago, IL 60608 | (312) 777-3222

IT Specialist

Position

The IT Specialist is responsible for monitoring the day-to-day youth development and staff procedures. The IT Specialist will plan activities, train and inform youth development staff, oversee the recreation component of the computer program on a daily basis, and support organizational efforts for recruitment and retention. The IT Specialist is also responsible for collaborating and maintaining relationships with our community partners.

Responsibilities

- Carry out program deliverables & coordinate special events
- Responsible for maintaining hardware and software inventory; tracking equipment leases and refresh equipment prior to expiration
- Recommendation and/or participation in decision-making of all issues and practices that relate to technology
- Network Management by maintaining servers, email system, back-up system, anti-virus software and security standards
- Evaluate programs on a regular basis. Responsible for program reports, particularly BGCA reporting
- Assures students are safely engaged in activities
- Encourages emotional, social, and educational growth of all club members
- Direct supervision of members involved in programming and computer lab hours
- Organize program materials and provide materials list request when needed
- Other possible responsibilities pertaining to the club include, but are not limited to:
 - Data entry
 - Front Desk support
 - Chaperone field trips
 - Other duties as assigned

REQUIREMENTS

Knowledge:

Associate's Degree or equivalent in related field. Interest in a fast paced environment. Demonstrate knowledge of principles related to IT networking, troubleshooting, computer and technology support. Demonstrate knowledge of youth development, including the understanding of group dynamics, discipline and an understanding of the population of youth served. Demonstrate the ability to plan effectively and deliver program goals that align with the organization.

Education:

Employees should be 21 or older and be enrolled in college or have completed some college courses.

Skills Needed:

- **Communicate**, listen and understand the children and youth development program staff. Provide them with correct and timely information and feedback when requested.
- **Decision Making**: IT Specialist will need to make decisions on how to attend to member concerns, how to effectively implement programs, how to problem solve challenges to ensure the safety of all members and delivery of all programs.
- **Leadership**—Be a role model for coworkers, volunteers and especially members. Enhance and encourage the members to strive to meet their goals.
- **Personal Initiative** to work and achieve higher levels of responsibility to better serve the youth in all programs.

- **Planning and organizing** by coming in and working on special days to accomplish the task and goals needed to implement the programs and activities for our youth such as: Hack-a-thon, Awards Night, competitions, etc.
- **Promote a safe and healthy environment.** Ensure that members adhere to the safety rules of the Club.

DESIRED QUALIFICATIONS

- Desire and ability to work with children
- Ability to accept supervision and guidance
- Good character, integrity and adaptability
- Enthusiasm, good judgment, patience and self-control
- Positive example for youth and peers in appearance, attitude and behavior
- Must participate in required trainings by the Club, County, State, and/or funders.
- Ability to plan and independently implement programming

Other Requirements:

- Must be at least 21 years old
- Be enrolled in college or have some college credits
- Must be able to pass a criminal background check and drug test
- Must attend all staff meetings.
- Responsible for all activities or program areas that you are in charge of from the beginning to the end.
- Be able to maintain high level of energy.
- Be adaptable and be flexible to change.
- Assume other responsibilities as assigned by supervisor

Pay Rate:

- Part-time position up to 25 hours a week (mostly after school hours with the exception of school closings)
- Rate is \$13.00 an hour

Interested applicants may submit their resume to be reviewed to the Union League Boys & Girls Club: Club One Assistant Director, Anastasia Hernandez, at a.hernandez7@ulbgc.org. Please include your name + resume in the subject line. (example: Anastasia Hernandez Resume).