



## Knowledge Quest Memphis TN 38126 Extended Learning Academy Job Description

Open – Until positions are filled-APPLY TODAY

Please submit resume, professional or academia letter of reference, and availability to: [info@knowledgequest.org](mailto:info@knowledgequest.org) or

990 College Park Dr. Place Memphis, TN 38126

Salary-\$15 per hour

**Mission:** To Vigorously Equip Youth and Their Families to Maximize Their Potential Through Education, Wellness, and Economic Stability.

### **Job Title – Best Buy Teen Tech Center Facilitator**

**Location:** 990 College Park

**Status:** Independent Contract/Hourly Position

**Reports to:** Teen Tech Center Coordinator & ELA Manager

**Terms of Employment:** Grant contingent.

**Typical Week:** Based on program design, hours are between 3 pm - 6 pm Monday and Fridays during the school year and 9am – 3pm during the summer. Some Saturdays will be required; time spent planning, coordinating activities; and providing direct service to youth.

**Job Summary:** The objective of the Best Buy Teen Tech Center is to teach students design thinking and creative problem solving while engaging them in challenges and opportunities in their own neighborhoods

### **Essential Duties**

- Facilitate Knowledge Quest (KQ) Teen Tech Center classes with high school students from our local schools
- Background in technology or skillfully inclined in any artistic field such as:
  - **Graphic Design/ Coding**
  - **Robotics/ 3D Printing**
  - **Music Production/ Songwriting**
  - **Photography/Film Production**
- **Tech savvy and experience using equipment along with design programs**
- Able to participate in activities and provide the youth with a supportive environment, maintain behavioral guidance, and implement appropriate consequences when disruptive behavior occurs.
- Logistics and coordinating design workshops, sessions and field experiences
- Hands-on work creating, organizing and leading sessions
- Day-to-day oversight of training the students and communication with direct supervisor
- Manage the design and preparation work to ensure that projects are complete
- Maintain and update any devices and other equipment throughout the center.
- Preparing and setting up the center before closing for future operation hours.
- Understanding the Clubhouse Network model and regulations through the Best Buy Teen Tech Center.

### **Minimum Qualifications**

- Successfully work with and serve a diverse local community
- Excellent problem-solving, interpersonal, and communication skills.
- Proficiency with G Suite (Google Docs, Sheets, Slides)
- Capable of strategic and innovate thinking
- Ability to understand and empathize with the needs of others
- Willingness to work daily within classroom

- High energy
- Enjoys being around school aged children, respects them as people and seeks to include them in fun learning activities
- Currently enrolled in computer science, computer science education, MIS, or a STEM related degree program is a plus
- Tutoring/mentoring experience is a strong plus
- Experience in software development is a plus

Knowledge Quest's policies, programs, practices and procedures for hiring and employment adhere to all Local, State and Federal laws.