



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 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.