Seasonal Part-Time Summer Program Trainer | Job Description

Summary:
Comp-U-Dopt’s mission is to provide technology education and access to under-served youth in the Houston area. This position is a trainer for our summer day camps and educational programming for elementary, and middle students. Trainers will report directly to the Program Manager. Summer Program Trainers will lead daily, in-person programming and execute lessons and curriculum to a class of 15 students.

Responsibilities:
- Leads training classes including Comp-U-Dopt’s Early Adopters and STEAM Team programs in line with developed curriculum
- Actively engages with students to ensure their learning and knowledge retention
- Facilitates a strong classroom culture through authentic relationships with students and consistent behavior management
- Provides feedback and suggestions on curriculum and program revision
- Collects classroom information including attendance as well as metric and measurement reports to ensure the continuous improvement and quality of the program
- Maintains safe and healthy training environment by following organization standards and legal regulations
- Maintains quality service by establishing and enforcing organization standards
- Contributes to team effort by accomplishing related results as needed
- Other duties as required

Skills Required:
- High school diploma or general education degree (GED)
- At least 18 years of age
- Interest in STEAM fields, particularly technology
- Previous experience working with children in a training and/or after school environment (strongly preferred)
- Basic computer programming knowledge/experience (preferred) - Demonstrated ability to plan, organize, and implement population appropriate program activities
- CPR, First Aid, AED certifications (preferred but not required)

Compensation:
- Hourly $16 to $20 per hour, based on experience.
- This position is not eligible for participation in Comp-U-Dopt benefits program(s).

Other Duties:
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To Apply:
To apply, please visit www.compudopt.org/careers. This position is subject to successfully passing a background check and requires 2 references.

Comp-U-Dopt provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Comp-U-Dopt complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.