

Montgomery Housing Partnership (MHP) is seeking an **AFTER-SCHOOL COMPUTER LAB FACILITATOR/LEAD ASSISTANT (Part-Time)** to support the Community Life Pre/After-School Program. This is a part-time position Monday- Friday; some days may not apply (excluding school holidays). Program hours are from 3:30 pm to 5:30 pm at some sites and other sites from 4:00 pm to 6:00 pm. Please indicate your preferred work hours.

Who we are: MHP is an active and growing nonprofit organization, founded in 1989, that develops, acquires, rehabilitates, and builds quality homes to meet the growing need for affordable housing in Montgomery County and neighboring communities. MHP's community-based projects and programs include providing affordable rents, developing educational programs for residents to develop skills that expand their opportunities and balance their lives, and implementing neighborhood revitalization efforts in communities impacted by economic challenges and mass transit construction.

Summary Job Description: The Pre/After-School Computer Lab Facilitator will work under the supervision of the Lead Instructor or Lead Teacher, The Community Life Programs Manager or Coordinator and the Director of Resident Services to ensure the success and quality of the educational and human services programs offered at selected MHP affordable housing units located in Montgomery County and the DC metro area.

Primary Responsibilities:

- Supervise the students while in computer lab
- Evaluate the students' basic learning needs the first week (diagnostic on software)
- Create learning goals for the students
- Help children complete their daily literacy goals via software
- Monitor and write students' academic progress from software
- Provide weekly updates to Site Coordinator and Site Supervisor
- Prepare computer lab for the students' arrival (make sure computer is on and logged into software) and organize the computer lab at the end of the day
- Group and escort students to the computer lab every 45 or 50 minutes
- Take group attendance; each group uses the computer software twice a week
- Ensure children are using the software properly
- Follow classroom behavior guidelines
- Support students in understanding the computer software
- Attend field trips and follow procedures and guidelines mandated
- Lead the program when the Lead Instructor or Lead Teacher is absent
- Perform other duties as assigned

Qualifications:

- Basic computer skills required
- Strong oral and written communication skills
- Comfortable working closely with people of diverse backgrounds
- Bilingual English/Spanish/Amharic preferred
- At least 15 years of age (work permit required)

Compensation: \$15/hr-17/hr. based on your qualifications.

Application Process: Please submit your resume and cover letter, by email to: hrjobs@marcumllp.com. Please include the job title, **"AFTER-SCHOOL COMPUTER LAB FACILITATOR/LEAD ASSISTANT,"** in the subject line of your email.