

**LANSING HOUSING COMMISSION
COMPUTER LEARNING CENTER JOB DESCRIPTION: COACH**

Primary Responsibilities

The COACH has instructional responsibility for the Computer Learning Center activities AND supervisory responsibilities for all participants.

Required Skills and Qualifications

People Skills

- Ability to relate to parents and children/ adolescents.
- Ability to supervise groups of adolescents and children.
- Ability to work effectively with children and adolescents who may present multiple problems.
- Ability to communicate effectively.
- Ability to work effectively with a coaching partner and with other coaches/teams.

Administrative Skills

- Ability to keep records and document daily/weekly/monthly activities.
- Ability to conduct routine assessments of participants (attendance, diagnostic, disciplinary, progress).
- Ability to plan and coordinate instructional activities.
- Ability to present information (and participate) in staff meetings.

Computer Learning Center Activity Skills

- Ability to master instructional games being used in the Computer Learning Centers well enough to generally explain them to parents and to teach them to participants.
- Ability to master computer equipment at a level sufficient to run computer-based instructional games and other software, and to communicate on-line.
- Ability and willingness to document the day-to-day experiences at the Computer Learning Centers.
- Ability and willingness to share successes and failures with other Computer Learning Center personnel, personal team, and Housing Commission staff.

Major Duties (Administrative, Supervisory, and Instructional)

- Physical set-up for all Computer Learning Center activities
- Plan, schedule, and publicize instructional activities.
- Keep records and prepare reports on: activities, participants and events.
- Participate in Computer Learning Center staff meetings.
- Supervise and instruct children/ adolescents.
- Communicate with parents, teachers, and staff.
- Maintain a wholesome, disciplined, and nurturing environment in the Computer Learning Centers.