JOB DESCRIPTION

Job Title	BootUp Junior Fellow		
Direct Reports	None		
Department	BootUp	**Reports To**	Amil Cook
Work Location	Community Forge	**EEO/FLSA**	Professional / Exempt
Prepared By	Patrick Cooper	**Title/Date**	Director of Programs
Approved By	Amil Cook	**Title/Date**	

Job Purpose	Part-time, 9 month fellowship to work with the BootUp program to create and deliver quality educational programming in our space and out in the community with our partners. In addition to being a part of the education team, this position is also designed for the professional development of the employee, where the employee is expected to be a collaborative partner in their own ongoing learning and development through certain exercises such as resume building, skill certification and career research.

Principal (Essential) Duties

1. Learn, support and advance the mission of BootUp to empower underserved communities through access to technology access and mentorship.
2. Learn the suite of BootUp hardware, software, and educational resources in order to deploy them throughout its programs
3. Create a safe, supportive and educational environment for all youth and young adults BootUp serves.
4. Be available for at least **10 hours** of teaching per week, on top of planning duties and travel.
5. Work collaboratively with the BootUp team to create new educational activities and curricular documents
6. Support in any reporting requirements the program has, like collecting attendance or media for reports
7. Learn how to use the provided Apple Hardware in your educational kit and use it daily to perform BootUp duties
8. Communicate with the team through our Google Workspace email and Drive, Trello boards, Slack and other organizational tools adopted by Community Forge
9. Represent and communicate BootUp's mission to youth, families and partners.

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Secondary Duties

1. Performs other duties as required and assigned.
2. Complete special projects as assigned.

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Knowledge, Skills, and Abilities	1. Above average tech literacy and a willingness to learn new skills with technology 2. Culturally competent at working with youth from different backgrounds, including different cultural backgrounds, socioeconomic backgrounds and with different capacities to learn and concentrate 3. Ability to command and engage a room of youth with vigor and volume. 4. Good at delegating and being delegated too; penchant for team work. 5. Ability to be a creative problem solver, willing to identify areas the team can improve while also being a solution oriented team member. 6. Ability to take initiative and operate autonomously in providing benefit to BootUp programming where feasible. 7. Ability to openly communicate strengths, weaknesses, challenges and successes with colleagues and supervisors.
Experience/ Education Requirements	1. High School Diploma preferred

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Working Conditions/ Physical Demands:	While performing the duties of this job, the employee must be able to: 1. Be able to go up and down multiple flights of stairs (there is no elevator in the building and the programmatic spaces are on the third floor.) 2. Be able to work in warm environments (programmatic spaces only slightly air conditioned). 3. Be able to carry 20 iPads in a carrying bag (30 lbs).

This is not an all-inclusive document. Additional duties, expectations, demands, etc. may be added or changed to this document on an as-needed basis in order to meet organizational needs. *The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*