

Job Title	Computer Instructor	Hiring Manager	
Department	OIT	Revision Date	
Salary Range (optional)	\$14.00 per hour	Application Deadline	
Position Type	Exempt		

Overview of City of Philadelphia

With a workforce of over 25,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

Agency Description

Position Summary

This position is responsible for instructing users in computer programs and software in the Public Computer Centers (PCCs) located at Philadelphia Parks & Recreation (PPR) locations. The Computer Instructor will support and assist the Program Services Administrator to complete a diverse set of tasks that support the goals and mandates of the PPR PCCs.

Essential Functions

- Assist the Program Services Administrator with the established goals for the PCCs.
- Instructs the users in areas of how to use, navigate software, programs and related operation of computer equipment.
- Monitors computer and peripheral equipment and operating systems for proper usage, malfunction and repair or replacement.
- Support and assist the Program Services Administrator and the Program Services Coordinator which includes, but not limited to, distribution of materials for marketing, training and programming purposes.

- Complete mandatory training prior to placement at a PCC.
- Work directly with PPR Facility supervisor to support implementation of programs

Competencies, Knowledge, Skills and Abilities

- Manage a variety of job assignments and tasks.
 - Instruct a diverse population in computer usage.
 - Help users to apply the best practices for operating a computer.
 - Present ideas clearly, especially orally.
 - Ability to physically perform the duties in a PCC site.
 - Proficiency in Microsoft Office(2007 and later)
 - Organizational and interpersonal skills.
- Ability to learn new computer programs, software and web-applications quickly

Qualifications (Education and Experience)

Residency Requirement:

- The employee must establish a bona fide residence in Philadelphia within six (6) month of appointment, and must thereafter maintain a bona fide residence in Philadelphia for the length of this appointment.
- Travel within city limits is required including to Parks and Recreation facilities. A valid PA driver's license as well as access to a personal vehicle and/or to Public transportation is required.
- Child abuse and background checks are required for this position which include the following:
 1. PA Criminal Background Check
 2. PA Childline Clearance
 3. FBI Background Check

Additional Information

Submit Resume [Here](#)

Successful candidate must be a City of Philadelphia resident within six months of hire

The City of Philadelphia is an Equal Opportunity employer and does not permit

discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>