

Job Description

Job Title:	PART-TIME COMPUTER INSTRUCTOR (C444)	Creation Date	
Department:	Philadelphia Parks and Recreation	Revision Date	6/10/2026
Salary Range	N/A	Work Schedule	Monday-Friday
Salary	\$17.00 per hour	Hiring Manager	Krystal Williams
HRIS Title		HRIS Code	
Position Type	Part-Time Permanent; Exempt	Minimum Education Level	High School Diploma
FLSA		EEO Code	

Agency Description

Philadelphia Parks & Recreation (PPR) advances the prosperity of the city and the progress of her people through intentional and sustained stewardship of over 10,200 acres of public land and waterways, as well as through hundreds of safe, stimulating recreation, environmental, and cultural centers. PPR promotes the well-being and growth of the City's residents by connecting them to the natural world around them, to each other, and to fun, physical, and social opportunities. PPR is responsible for the upkeep of historically significant Philadelphia events and specialty venues and works collaboratively with communities and organizations in leading capital projects and the introduction of inventive programming. To learn more about Philadelphia Parks & Recreation, visit us at www.phila.gov/parksandrec, and follow @philaparkandrec on Facebook, Twitter, Instagram, or Tumblr.

Position Summary

Philadelphia Parks & Recreation seeks a part time Computer Instructor (CI) to manage a KEYSLOT Innovation and Technology Center (KIT Center) located at one of seven PPR sites. The KIT Centers aim to provide free access to computers, the internet, digital literacy resources, and basic technical support.

The CI is responsible for guiding and assisting patrons in using the technology center's resources to help them achieve their goals. The CI ensures fair and consistent access to equipment, minimizes disruptions, and serves as a knowledgeable point of contact for technology-related questions. In addition, the CI works in partnership with a contracted community-based organization to support digital literacy workshops and adult education services. This position also functions as an in-house resource for Recreation Center staff and as a general help desk for the public.

Essential Functions

The duties and responsibilities described below are indicative of what the CI may be asked to perform; other duties may be assigned:

- Participate in scheduled professional development, train the trainer, and other capacity-building opportunities. Training will focus on adult education, digital literacy, and workforce

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systems, including, but not limited to, how to use myPLACE, Northstar, and the PHLCareerPortal, as well as developing facilitation, workshop, and general technical support skills.

- Staff open computer access hours, which may include providing one-on-one assistance with internet navigation, supporting the use of common software applications such as Microsoft Office or Google Workspace, and offering referrals to digital skills workshops, digital literacy classes, adult education classes, and other online resources.
- Assist contracted providers in delivering specialized digital skills workshops.
- Enroll interested visitors in myPLACE to connect them with adult education services.
- Assist with and deliver Instructor workshops focused on digital literacy and basic technical support. Training will be provided to prepare staff to facilitate these sessions.
- Track center participation, workshop attendance, and class attendance using a PPR-approved database system and provide regular reports.
- Support residents in locating free or low-cost computers, researching home internet options, and enrolling in eligible affordability programs, including PHLConnectED or the Emergency Broadband Benefit.
- Partner with PPR summer camps to provide extended computer lab hours and programming for grade school youth.

Required Competencies, Knowledge, Skills, and Abilities

- Ability to collaborate effectively with staff and the public.
- Ability to maintain a professional manner in all interactions with the public.
- Demonstrated customer service skills in working with internal and external customers.
- Ability to organize, prioritize, and complete office tasks with minimal supervision.
- Ability to operate a PC and relevant computer software
- Ability to use various operating systems (PC/ISO)
- Proficiency in Microsoft Office (2007 and later).
- Strong organizational and interpersonal skills.
- Ability to quickly learn new computer programs, software, and web applications.

Qualifications (Education and Experience)

High School Diploma or equivalent; current or recent graduate or college student with an interest in, or major related to computer-focused fields.

Minimum of one year of experience providing computer support and end-user troubleshooting assistance.

Experience managing and maintaining a computer lab serving a diverse population.

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This position requires completion of all child abuse and background clearances, including:

- PA Criminal Background Check
- PA Child Abuse Clearance
- FBI Background Check

We value diverse experiences and are open to flexible qualifications. If you are passionate about this role and meet some of the key criteria, we encourage you to apply.

Hours and Salary

This is a part-time, permanent, exempt position, 25 hours per week.

Pay: \$17/hour

Email Resume: krystal.williams@phila.gov

Additional Information

Successful candidates 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>