

Volunteer Position Description

Position: Introduction to Computers Instructor (Adult Life Skills)

Objectives: To provide small group and individual instruction to introduce beginning computers to adults with little or no computer experience.

Reports to: The Client Services Coordinator

Location: Century Villages at Cabrillo (The Oasis Community Center)

Responsibilities:

- Plan and expand current curriculum introducing basic computer skills to adult residents
- Present 6 week curriculum in a small group setting covering the following topics:
 - Computer and software terminology
 - Creating and saving documents
 - Creating an email and sending documents
- Provide one on one computer tutoring with residents as needed.
- Mentor and provide positive role modeling

Qualifications:

- Must be 18 or older
- Must be proficient in Microsoft Office
- Excellent communication skills
- Enjoy working with adults one on one or in small groups
- Be free of felony conviction
- Comfortable working with diverse populations

Requirements:

- Complete all required enrollment documents
- Complete Live Scan fingerprinting
- Attend Monthly Volunteer Meetings and/or individual and group supervision and professional trainings.
- Commit to a minimum of 1 day per week, Monday through Friday.

For more Information Contact: Jaylene Westfall

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