



## Volunteer Job Description

<b>Job Title:</b> Computer Skills Volunteer	<b>Length of Term:</b> Flexible
<b>Department:</b> Business Development	<b>Time Commitment:</b> 1-2 hours per week
<b>Reports to:</b> Business Development Facilitator	<b>Time of Day:</b> Afternoons/evenings

### Purpose of the Position:

Computer Skills Volunteers provide training and support to Business Development participants as they build their ability and confidence when using computers. Key areas will include email access and usage, Word, Excel, and other common programs used in the Business Development programs.

Successful candidates will possess the skills necessary to effectively educate and support participants in their day-to-day use of common computer hardware/software, word processing, internet usage and spreadsheets. A background in adult education or tutoring would be considered an asset in this role.

### Duties/Responsibilities

- Meet with Business Development participants in order to develop skills and confidence when using common computer programs
- Identify key areas for growth, develop lessons as needed, answer questions posed by participants
- Communicate with program facilitators regarding outcomes, issues, and next steps

### Skills, Experience, Qualifications

- Personable, friendly and confident
- Effective communication skills and able to work with others collaboratively
- Knowledge of common office software (MS Office and /or Open Office) and the internet (browsers, e-mail, chat, social networking, etc.)
- Dependable, reliable, and able to work independently
- A clean police record
- Able to communicate effectively in English

**Assets**

- Previous experience teaching, tutoring, coaching, or ESL instruction
- Previous experience working with multi-cultural and/or highly barriered participants

**Personality Traits and Qualities Desired**

- Punctual and reliable
- Outgoing and approachable
- Patience and understanding

**Orientation, Training & Support**

- Orientations lead by Momentum staff
- Volunteer Handbook and organization documents
- Momentum staff is available for additional support

NOTE: This job description is not intended to be all-inclusive. Volunteer may perform other related duties as negotiated to meet the ongoing needs of the organization.

**If you are interested in this exciting volunteer opportunity please complete the [Volunteer Information Form](#).**