



Volunteer Job Description

Job Title: Information Technology (IT) Tutor	Length of Term: Ongoing, minimum 24 weeks
Department: Skills Training	Time Commitment: 2-3 hrs/week
Reports to: Skills Assistant and Skills Coordinator	Time of Day: Late Afternoon/Early Evening

Purpose of the Position:

The TechPLUS Training program is a full-time six-month program for individuals interested in pursuing a career in the IT sector. Tutors work one-on-one with participants to assist them in learning material taught in their courses.

Duties/Responsibilities

- Work through subject material with participants, either one-on-one or in small groups once per week for the duration of the program
- Build a relationship with the participants and understand their learning individual needs
- Meet with the instructor and facilitators at the beginning of the program and as required during the program
- Break down course materials, provide examples, and help the participant understand content that will be on exams
- Record/track each tutoring session as per facilitator request

Skills, Experience, Qualifications

- University degree in telecommunications, computer science, or related technology coupled with a minimum of 3 years of experience
- Knowledge of CompTIA A+, CompTIA Network +, Cloud Applications Foundations & Cloud Application Developer IBM Badge
- Good interpersonal, verbal, and written communication skills
- Troubleshooting skills based on best practices and scientific methods
- Ability to discuss technical ideas in user-friendly language
- Motivated and eager to volunteer for new tasks and projects
- Attention to detail
- Previous experience in adult education
- Previous experience working with multi-cultural and/or highly barriered participants would be considered an asset

- Fluent in English
- A clean police record will be required for this position

Personality Traits and Qualities Desired

- Genuine interest in helping others achieve their full potential
- Compassionate and empathetic
- Punctual and reliable
- Strong communication and interpersonal skills

Benefits

- Support the development of an educated workforce in Calgary
- Opportunity to help others build new skills and transition into a living wage job
- Participate in Momentum events celebrating participants, volunteers, and the community

Orientation, Training & Support

- Orientation to Momentum led by the Volunteer Coordinator
- Orientation to Tutoring led by a member of the Skills Department
- Volunteer Handbook and organization documents
- Momentum staff are available for additional support

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

If you are interested in this volunteer opportunity, please contact Kris at kristin@momentum.org or 403-204-6194