



VOLUNTEER POSITION DESCRIPTION

For more information please contact Jennifer Maestas, jmaestas@interfaithservices.org or 760-489-6380 ex 221

**Title:- COMPUTER TUTOR - Computer Skills Instructor – Employment Services
Computer Lab – Escondido and Oceanside**

Overview: One of the largest contributing factors to homelessness is unemployment or underemployment. Support those looking to improve their lives by supporting their search for employment. By providing instructional workshops and answering specific questions regarding basic computer programs, you will provide community members in need with lifelong tools to improve the lives of themselves and their families.

Impact:

- Educate community members to use computer programs that will aid them in searching for employment and other necessary services
- Embody the Interfaith mission by teaching others a skill that will help individuals, help themselves

Key Responsibilities:

- Arrive on time each day
- Provide instructional workshops &/or one-on-one tutoring on basic computer programs
- Provide support as individuals search for employment

Training and Support:

- General orientation on services and programs provided by Interfaith Community Services
- Continued contact with a supervising staff member to answer any questions or discuss any concerns you may have

Time Commitment:

- This is an ongoing opportunity
- Monday – Thursday 9:00 am to 4:00 pm & Friday 9:00 am to Noon.

Qualifications:

- Knowledge of basic computer programs
- Ability to communicate, instruct and teach a diverse population of individuals
- Clear FBI Background check, cost to volunteer is \$33, more information provided in person

Benefits:

- Résumé building experience and a letter of reference at the end of the assignment
- Improve or maintain computer skills
- Interaction with a diverse population