



Computer Room Support Volunteer Positions Available

POSITION SUMMARY

We are looking for folks who are able to assist our clients in our computer room. This service gives people struggling with homelessness a chance to reconnect with their families and build important job-readiness skills. The computer room is also used to find housing and needed resources. While supervising our free access computer room, a volunteer might be asked to help with any of the following: resume building, job searching, rental housing searches, social media help, navigating office programs, etc. The computer room is only opened when volunteers are on site to supervise.

RESPONSIBILITIES

- Logging computer use by clients.
- Aiding clients in basic computer navigation.
- Creating a housing list on a supplied template.
- Aiding clients in search engine usage.
- Printing any documents needed from the Admin computer.
- Aiding clients in resume building.
- Troubleshooting basic computer problems (frozen screen, sudden reboot etc.)

QUALIFICATIONS

- Experience with and/or personal understanding of the struggles and barriers faced by people with mental health and addictions challenges.
- Must have the ability to provide a positive atmosphere for participants
- Ability to work effectively and cooperatively in a team environment.
- Positive and encouraging individual, who is mature, flexible and reliable.
- Have a genuine interest and compassion for people.
- Knowledge of resources and agencies that can assist our participants in creating new goals and integrating into community.
- Able to teach basic computer skills to beginner computer users.

The successful volunteer will have a strong interest in the Downtown Community Centre Program and a dedication to the success of participants and will be able to commit to one 3hour shift per week for at least six months. Please send resume to: dcc@CoolAid.org