

Metro Atlanta RSVP

Computer Instructor Volunteer Position Description

Description

To teach already developed computer courses to older adults who want to acquire or enhance their computer skills and confidence to reenter the workforce, stay in touch with friends and family, or just learn how to navigate in cyberspace. Courses are held at local community sites.

Responsibilities

- Use existing curriculum to teach hands-on computer classes to older adults

Qualifications

- Basic knowledge of computer applications: MS Windows, MS Word, MS Excel and MS PowerPoint
- Patience with new computer users
- Desire to help older adults acquire new skills
- Must pass background check and sign confidentiality agreement

Training

Two hour orientation session and additional training as needed.

Time Commitment

A minimum of (4 hours) a month is preferred. Days and hours are flexible during regular business hours to fit the schedule of the volunteer. Occasional weekend opportunities.

Location/Reports to

Assigned RSVP Station

I understand the effectiveness and credibility of this program depends, in part, on the way I carry out the responsibilities detailed above. I will do my utmost to carry out these responsibilities and remain current on all issues related to this volunteer position.

Signed: _____ Date: _____