



OASIS Connections at the Atlanta Regional Commission Volunteer Position Description

Title: OASIS Connections Assistant Computer Instructor

Position purpose: To provide assistance to the Connections instructor by giving one-on-one assistance to participants learning computer skills. Connections participants are mature 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 the OASIS lab or to underserved populations at community outreach sites.

Principal responsibilities:

- Provide one-on-one support to mature adults students during computer classes

Qualifications/Experience needed:

- Basic knowledge of computer applications: MS Windows, MS Word, MS Excel, MS PowerPoint, Quicken
- Patience with new computer users
- Desire to become part of the OASIS family and help mature adults acquire new skills

Time commitment:

- Twelve hours for each in-depth course. Courses are held twice a week for three weeks or once a week for six weeks.
- Two to four hours for shorter, demonstration style courses. Courses are held in two-hour sessions on one or two days.

Length of commitment: Minimum one course per trimester – may be anywhere from 1 day to 3 weeks depending upon the class

Training required: Two hour orientation session

Training provided by: The OASIS Institute and the Connections coordinator

Reports to/is supported by: the Atlanta Connections coordinator

Location: Local outreach facilities in Fulton, Dekalb and Fayette counties

Evaluation:

- Participants will be asked to complete a survey about their experience.
- Volunteer computer instructors will meet with the OASIS director and Connections Coordinator each trimester to assess the volunteer experience.