



## OASIS Connections at the Atlanta Regional Commission Volunteer Position Description

### **Title: OASIS Connections Coordinator**

**Position Purpose:** Connections courses provide computer training to mature adults who want to acquire or enhance their computer skills and confidence, whether they intend to reenter the workforce, stay in touch with friends and families, or just learn how to navigate in cyberspace. The classes are held at the facilities of outreach partners in the community. These courses began under the AT&T and OASIS Excellence in Technology Partnership, a project with an emphasis on underserved populations.

**This position may be filled by an individual or by a responsibility-sharing team of individuals.**

### **Principal Responsibilities:**

#### Oversee existing outreach sites:

- Provide support for the current Connections Coordinator, such as providing access to materials and working with local site staff
- Recruit and train volunteers as instructors, assistant instructors, and lab coaches
- Participate in periodic conference calls and web seminars with The OASIS Institute
- Maintain records on outreach activities and participation

#### Identify and establish new outreach sites:

- Research and contact other community organizations that have computer labs or can transport participants to the OASIS center lab
- Research and contact local companies or service clubs who are interested in working with mature adults
- Make presentations to potential partners or community groups.
- Work with OASIS center director to formalize and establish these identified partnerships

### **Qualifications/Experience**

- Proficient knowledge of computers and program-related software: Windows, Word, Excel, PowerPoint, Quicken
- Confident, outgoing, personable, and able to communicate clearly with community leaders, outreach partners, class participants and other volunteers
- Strong presentation-making skills
- Ability to work independently and as part of a team
- Desire to become part of the OASIS family and further the realization of our Vision: to strengthen communities by providing lifelong learning and service opportunities that inspire diverse audiences of mature adults to pursue vibrant, healthy, productive and meaningful lives.

**Training and support provided by:** the Connections coordinator, OASIS Institute and the Atlanta Regional Commission