



OASIS Connections at the Atlanta Regional Commission Volunteer Position Description

Title: OASIS Connections Computer Lab Coach

Position purpose: To provide one-on-one assistance to Connections participants practicing 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 computer assistance to participants in computer labs during open lab time

Qualifications/Experience needed:

- Basic knowledge of computer applications: Windows, Word, Excel, PowerPoint, Quicken
- Patience with new computer users
- Desire to help mature adults acquire new skills

Reports to/is supported by: the project coordinator and the Atlanta Connections coordinator

Location: Community outreach facilities in Fulton, Dekalband Fayette counties

Time commitment: Minimum of one two-hour shift per week, morning or afternoon, Monday through Friday

Length of commitment: Negotiable - prefer minimum commitment of 3 months

Training optional: Two-hour orientation session

Training provided by: AT&T and OASIS Excellence in Technology Partnership Coordinator

Evaluation: Participants will be asked to complete a survey about their experience.