
Computer Club Volunteer

Purpose

The Computer Club Volunteers support newcomers in learning basic computer skills in a group setting. They assist newcomers in becoming familiar and comfortable with basic computer skills, programs and applications, which is a life skill and will eventually direct them to finding potential employment opportunities.

Duties & Responsibilities

- Teach program participants one to one or in small groups basic computer and digital technology skills such as:
 - Internet browsing
 - Using the mouse and keyboard
 - Using and setting up email accounts
 - Using and setting up Skype accounts
 - Using internet search engines to find information
 - Word Processing
 - Accessing audio-visual content on websites such as Youtube
 - Using and setting up Google Docs, sheets etc.
 - Accessing language-specific information (i.e.: newspapers, news sites) online
 - Safe web browsing and internet use
- Assist program participants one on one with practicing computer/digital technology skills as per their needs
- Assist staff to deliver short presentations on computer skills and applications to program participants
- Informally assess participants' learning needs and goals through one to one interaction
- Suggest appropriate techniques and resources to participants that align with their learning needs
- Refer to staff for any concerns, questions, and challenges
- *Assist staff during the program with set-up and clean-up of the computer room and with refreshments when needed*

Time Commitment

- 2 hours per week for a minimum of 8 weeks
- Tuesdays 10 am -12 pm and Thursdays 4.30 - 6.30pm

Skills & Qualifications

- Clear and confident oral communication in English
- Fluency in one of the above languages an asset
- Experience working with adults in a learning environment
 - Confident command of the following computer applications:
 - Word processing and typing
 - Internet and search engines
 - Free email such as Gmail
 - You tube
 - Using a digital technology device such as a tablet
 - Using and setting up a laptop computer
 - Google docs, sheets
- Confident communicator and well-developed interpersonal skills
- Sensitivity to and/or understanding of the immigrant experience and challenges facing newcomers

- Commitment to equity and anti-oppressive practices
- Demonstrated ability to work with individuals from diverse backgrounds
- Warm and friendly demeanor and positive attitude
- Mature, active listener
- Patient and punctual
- Self-initiative and enthusiasm
- Teaching experience an asset
- Application form, interview and 2 references required
- 18+ with a Police Record Check showing no violent offences or offences related to the Vulnerable Sector

Training

- Computer Club volunteers receive program orientation with the Volunteer Mobilizer
- Introduction to resources available at Immigrant Services for volunteer use
- Training is ongoing and on-the-job

Supervision

- Computer Club Volunteers work alongside other volunteers at all times.
- Computer Club Volunteers report to program staff and the Volunteer Mobilizer.
- They are expected to sign in and sign out at each shift.

Benefits

- Use your skills and experience to help those who are new to Canada
- Gain experience in adult education
- Gain experience in intercultural communication
- Volunteer at a lively organization committed to diversity
- Meet people from all over the world

Location

The Computer Club takes place at Immigrant Services Guelph-Wellington, 104 Dawson Rd., Unit 102 Guelph, ON N1H 1A6

Risk: MEDIUM

- Contact with vulnerable clients
- Access to confidential information
- Physical exertion- lifting, moving, and stacking chairs and tables
- Working in a busy and noisy environment