

Computer Lab Volunteer

Position Description

This is an exciting position that will allow the qualified candidates to expand their knowledge and experience in the nonprofit sector and the field of computer science and information technology. Duties will be tailored to volunteer's interest/area of study, but typical duties include, but are not limited to:

- Answer clients' questions throughout the instructional session or via remote session.
- Ensure all users of the computer lab sign and out and help collect quantitative data required by SF Connected and Conard House Trainer.
- Monitor the computer lab and report back to the IT Manager and IT Trainer on a regular basis.
- Contact Conard House staff if problems with computers, printer, router, or software cannot be resolved in-house.
- Participate in computer center outreach as appropriate.

The Conard House Computer Lab Volunteer will be expected to possess the following qualifications:

- Passion for providing support to those who need it the most
- Excellent interpersonal skills
- Ability to work well with others or independently
- Initiative to problem solve, if necessary
- Responsibility to complete projects by a pre-determined deadline
- Ability to communicate effectively and accurately in oral and written language
- Experience in Microsoft Suite and Google Suite
- Accurate and detail-oriented

Education and/or Experience: Candidates with a strong work ethic and positive attitude are encouraged to apply. A good sense of humor is also appreciated.

Time Commitment: 5-10 hours weekly. Hours and work dates are flexible and may be set according to volunteer's class/work schedule. Projects may be done remotely.

Conard House values diversity, equity, inclusion, and belonging.