

Computer Lab Volunteer Description

Supervisor: Clubhouse Director/Computer Lab Staff Person

Objective: Monitor the computer lab and verify that members are abiding by the rules of the lab

Responsibilities:

- Log in to computers as needed
- Ensure that computer activity falls within the rules of the Computer Lab
- Help answer questions that arise as members are using computers
- Communicate rules and expectations of the Computer Lab
- Instruct members to appropriate Computer Lab activities and games
- Assist Computer Lab supervisor as necessary

Expectations:

- Treat all children in fair and consistent manner
- Define all rules and guidelines of Computer Lab
- Keep Computer Lab neat and orderly
- Answer member's questions using personal knowledge and problem-solving skills – ask supervisor for assistance when necessary
- Lead Computer Lab games and activities in capacity that supervisor requires
- Communicate with all Computer Lab participants – members, other volunteers, and staff members
- Discuss concerns directly with supervisor and/or Clubhouse Director
- Take responsibility for your actions
- Don't be afraid to step in where you see necessary

Qualifications:

- Knowledgeable of computers, computer applications, and trouble shooting
- Ability to maintain order of members
- Friendly and open demeanor
- Ability to work as part of a team with other volunteers and staff members
- Patience and understanding of today's youth
- Ability to serve as a role model
- Follow through on time commitments

Driving (Preferred, but not required)

- Must be 25 years and older
- Must have 3 or more years of driving experience
- Must be comfortable driving 15 passenger van with members ages 7-17

Training and Preparation:

Volunteer orientation, club tour, volunteer handbook, and one-on-one meeting with supervisor

Evaluation:

Volunteer self-survey and supervisor survey. Volunteer exit survey upon completion of assignment

Commitment:

1-10 hours per week