



Volunteer Opportunity:
Department/Division:

Private Computer Lesson Instructor
Senior Activities Center

Contact

Michelle Varley
Activity Coordinator
Senior Activities Center

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Location

Hurst Senior Citizens Activities Center
700 Heritage Cr.
Hurst, Texas 76053

Qualifications

Must be proficient in the basic uses of a computer including keyboarding, mouse function, desktop and file manager; General software programs/applications including Microsoft Word, Excel and PowerPoint, Internet search engines (i.e. Mozilla Firefox, Internet Explorer, Yahoo, Bing); E-mail applications (gmail, yahoo, etc.). Comfortable in a leadership role.

Duties

- Give one-on-one instruction to members who have signed up for a Private Computer Lesson.
- Communicate via phone or in person to determine nature of lesson needed and to coordinate date and time of lesson.
- Excellent customer service skills.

Requirements

Minimum age: 18
Time Commitment: Appointment required and is based on volunteer's availability.
No Criminal Record

Training

Will be provided as needed.

Physical Demands

See, hear, talk, write, walk, sit and stand; good manual dexterity required.

Mental Demands

Read, comprehend, retain, and follow oral and written instructions; effectively communicate.

Environmental Conditions

Volunteer will work inside and be protected from weather conditions. Volunteer will have extensive interaction with the public in person.