



Volunteer Opportunity:  
Department/Division:

**Computer Lab Assistant**  
Senior Activities Center

**Contact**

Michelle Varley  
Activity Coordinator  
Senior Activities Center

817-788-7712  
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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.).

**Duties**

- Knowledge of current classes being offered at Senior Center in order to answer questions regarding topics of those classes.
- Assist members with understanding of basic computer skills.
- Refer members for private computer lessons when applicable.
- Excellent customer service skills.

**Requirements**

Minimum age: 18  
Time Commitment: Tuesdays, 3:30 pm – 4:00 pm (Can be modified if needed.)  
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.