COH VIA

# COMPUTER LAB ASSISTANT

Hurst Senior Activities Center, 700 Heritage Circle

## QUALIFICATIONS

- Proficiency in basic computer skills, including keyboarding, mouse function, desktop navigation, and file management.
- Familiarity with common software programs such as Microsoft Word, Excel, and PowerPoint.
- Competence in using web browsers and internet search engines.
- Experience with various email applications such as Outlook, Gmail, and Yahoo Mail.

Staff will provide training as needed.

## RESPONSIBILITIES

- Stay informed about the current classes offered at HSAC to effectively address questions related to class topics.
- Provide assistance to members in understanding basic computer skills.
- Refer members to private computer lessons when necessary.
- Demonstrate excellent customer service skills.

## REQUIREMENTS

- Must be at minimum 18 years old.
- Time commitment: Based on class times.
- No criminal record.
- Physical demands
  - Must be able to drive, sit, walk, talk, hear, see, and stand.
  - Good manual dexterity is required.
- Mental demands
  - Speak and write clearly.
  - Comprehend, retain, and follow oral and written instructions.
  - Effectively communicate.
- Work environment
  - The volunteer will work indoors, ensuring protection from weather conditions.
  - They will operate in a clean, well-ventilated, and well-lit environment
  - Volunteer will have extensive interaction with the public.

**Contact**
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