COH VIA

PRIVATE COMPUTER LESSONS INSTRUCTOR

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.
- Comfortable in a leadership role.

RESPONSIBILITIES

- Provide personalized one-on-one instruction to members who have enrolled in Private Computer Lessons.
- Communicate effectively via phone or in-person discussions to ascertain the specific needs of the lesson and to schedule the date and time accordingly.
- Demonstrate excellent customer service skills throughout interactions.

REQUIREMENTS

- Must be at minimum 55 years old.
- Time commitment: Appointment will be required and is based on volunteer's availability.
- 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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