

LYDIA E. HOFFMAN – COMPUTER INSTRUCTOR**Lydia E. Hoffman Family Residence:**

A transitional facility for homeless families, Lydia E. Hoffman Family Residence offers 24-hour security, on-site childcare, classrooms, and recreational space for 35 families, each with their own apartment. A full range of supportive services provides the help a family needs to achieve independence and obtain permanent housing.

Volunteer Position Title: Computer Instructor

Contact: Ms. Olabisa Hairston, (718) 893-0909 ext. 22

Purpose of Job: Assist Recreation Staff in training children and young adults in developing computer skills.

Commitment Required: A minimum commitment of 2 hours per week for a 3-month period. Volunteer opportunities will be available Monday-Friday from 2:00 p.m. to 6:00 p.m.

Duties may include but are not limited to:

- Create and implement computer classes and individual sessions.
- Debrief with staff after each session, reporting any questions or concerns.

Qualifications Needed:

- Must have a background in computer programs.
- Must be organized and able to give instructions.
- Must be 18 years or older.
- Must be reliable, responsible and maintain appropriate boundaries.
- Must be flexible and able to adapt to changing situations.

Training/Orientation Provided:

Training and orientation includes a program tour and introduction to Volunteers of America.

Location of Job: Lydia E. Hoffman , 855 East 175th Street, Bronx, NY 10460.

Volunteer Benefits:

- The knowledge that your work will make a difference for young people affected by homelessness.
- Invitation to volunteer appreciation events.
- A subscription to *Everyday Miracles*, Volunteers of America's bi-annual newsletter.