

**WEBSTER HOUSE – COMPUTER INSTRUCTOR****Webster House:**

Webster House is a 200-unit residence providing permanent supportive housing to formerly homeless people and those living with mental illness or HIV/AIDS.

**Volunteer Position:** Computer Instructor

**Contact:** Sharon Smith, (718) 590-9099 ext. 3333

**Purpose of Job:** To teach basic computer skills to residents, including programs such as Word, Excel, and PowerPoint.

**Commitment Required:** A minimum of two hours per week, for a three-month period. Volunteer opportunities are available Monday to Friday from 10:00a.m. – 7:00p.m. There are no weekend opportunities for this position.

**Duties May Include But Are Not Limited To:**

- Plan and teach a computer class regularly.
- Assist staff in publicizing computer classes.
- Debrief staff after each session, reporting any questions or concerns.
- Provide individual assistance to clients..
- Take attendance.

**Qualifications Needed:**

- Must have a background in computers; teaching experience a plus.
- Must be organized and able to give instructions.
- Must be 18 years old, or older.
- Must be reliable.
- Must be flexible and able to adapt to changing situations.

**Training/Orientation Provided:**

Includes a program tour and introduction to Volunteers of America.

**Location of Job:** Webster House, 1075 Webster Avenue, Bronx, NY 10456

**Volunteer Benefits:**

- The knowledge that your work makes a difference.
- Subscription to *Everyday Miracles*, Volunteers of America's bi-annual newsletter.
- Invitation to volunteer appreciation events.
- Free parking/reimbursement for travel costs.