



CALGARY IMMIGRANT WOMEN'S ASSOCIATION

VOLUNTEER POSITION DESCRIPTION

TITLE: Computer Instructor Assistant

DEPARTMENT: Employment Services – Computer Training Program

REPORTS TO: Computer Instructor

This program equips immigrant women with the tools, skills, and knowledge necessary for a successful job search. All CIWA volunteers are required to provide a Calgary Policy Services security check.

SUMMARY OF POSITION

Volunteers will assist computer instructor by providing individual support to students. Basic, intermediate and advance classes offered. Time commitment is 3 hour shift, twice a week for 3 months, between 9:00 am to 12:00 pm and/or 1:00pm to 4:00 pm.

DUTIES AND RESPONSIBILITIES

- Help with attendance and prepare name tags for participants
- Help participants who need support in basic computer training (including Microsoft Word, Excel, PowerPoint, and Outlook)
- Help instructor get feedback from participants at the end of the session
- Explain terminologies to the participants
- Help participants who are unclear about class instructions and provide individuals support assistance during the session
- high quality of service

STANDARDS OF PERFORMANCE

- Ensure that professional approach is aligned with CIWA values
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times

QUALIFICATIONS

- Active, friendly, patient, engaged, flexible and enthusiastic,
- Experience in working with adults
- Experience in working with immigrants dealing with language barriers
- Comfortable in working with immigrants from diverse age groups
- Desire to help women improve themselves,
- Teaching background preferable
- Strong knowledge of MS Word
- Follow instructor guidelines and advice

If interested, please contact:

Volunteer Program

Direct line 403-517-8830

E-mail volunteer@ciwa-online.com