



**Volunteer Title:** Computer Lab Attendant

**Department:** Employment

**Time:** Weekdays between 9am-noon or 1pm-3pm, all shifts must be pre-scheduled.

**Reports to:** Employment Services Director and Marketing

### **Summary of Position**

- To offer technical assistance to clients in the computer lab.

### **Duties and Responsibilities of Position**

- Be available to commit to volunteering for this position on a regular basis
- Adhere to agreed upon schedule with volunteer specialist, make contact in a timely manner when unable to attend shifts
- Arrive promptly, sign volunteer log at front desk, and wear volunteer badge
- Use assigned volunteer login for computer, view only appropriate materials when using agency equipment
- Be willing to assist clients with any troubleshooting or questions, maintain professional and friendly attitude
- Be open to working on other miscellaneous tasks based on department needs (i.e. Compiling job listings to send to clients, other administrative jobs)

### **Skills & Attitude**

- Respect agency policies, such as client confidentiality, standards of conduct, etc.
- Demonstrate understanding and empathy for the needs of clients

### **Dress Code**

- No sleeveless shirts, conservative length shorts or skirts; no apparel displaying offensive language and/or alcohol marketing, do not wear jeans or pants with holes

### **Qualifications**

- Computer literacy, knowledge of Microsoft Office/Windows applications
- Appropriate communication skills with the ability to work one-on-one
- Ability to see within normal parameters

**Age requirement policy: Volunteers must be at least 18 years old for this position.**

**For scheduling a volunteer opportunity or additional questions, contact:**

Samantha Decker | Development Specialist

[sdecker@stpatrickcenter.org](mailto:sdecker@stpatrickcenter.org)

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**St. Patrick Center** provides opportunities for self-sufficiency and dignity to people who are homeless or at risk of becoming homeless. Individuals and families build permanent, positive change in their lives through safe and affordable housing, sound mental and physical health, and employment and financial stability.

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