Irvine Senior Services
Volunteer Assignment Description

Job Assignment: Computer Lab Volunteer

Program Description:
- Provide basic instructions with internet, excel and word to participants
- Open Lab Hours: Monday–Friday: 8 a.m.–6 p.m.

Duties:
- Monitor computer lab use to help ensure only registered members are using the lab
- Help to enforce computer lab rules and regulations
- Communicate with staff any issues, concerns, or maintenance needs
- Assist members with basic questions and troubleshooting, including, logging in/out, software, printing, scanning, the internet, etc.
- Sign in/out daily to track hours

Hours: Shifts assigned based upon availability

Skills, Abilities and Knowledge:
- Ability to communicate clearly with staff
- A general knowledge of computers, basic software, printers, the internet, and email
- A willingness and ability to help others and work with members with various skill levels

Requirements:
- Age 14 years or older
- Interview and attend Computer Lab training with lead staff prior to start date
- Good communication skills with participants and staff
- Must volunteer a minimum of one hour per week
- Attend monthly computer lab volunteer meetings

Benefits:
- A great opportunity to give back to your community and provide support to older adults
- Complete a minimum of 20 hours per year and you will receive an invitation to Irvine Senior Services Volunteer Recognition Event
- The satisfaction of helping others to learn how to use various computer programs

Training:
- Hands on training is provided by staff

If you are not able to fulfill your volunteer shift, please contact Haley Aloia (949) 724-6904 or HAloia@cityofirvine.org and Heather Henderson (949) 724-6923 or HHenderson@cityofirvine.org