

# Volunteer Opportunity Description Form

**Position Title:** Computer Club Assistant

**Supervisor:** George Porta (volunteer)

**How you can contribute:** Maintain Computer Lab computers, answer Computer Club questions, maintain Computer Club memberships, provide and promote computer classes, host lab hours.

**Volunteer Tasks:** Ensure that computer lab computers are up-to-date. Follow up on any Computer Club correspondence or inquiries. Maintain and follow a computer class curriculum, based on participant interest and previous knowledge.

**Helpful prior experience:** Previous computer experience required.

**Training:** Computer club volunteers will be trained in computer class curriculum as well as Computer Lab policies and procedures.

**Benefits for San Bruno Senior Center:** Provides technological support for local seniors, increases computer literacy, encourages interaction with computers, tablets, etc. and allows for seniors to enroll in computer classes and work at their own pace.