VOLUNTEER ROLE DESCRIPTION

POSITION: Tech Literacy Assistants
AVAILABLE POSITIONS: 4-6 Volunteers
EFFECTIVE DATE: Sept 1, 2023
DEPARTMENT: Recreation
REPORTS TO: Seniors Coordinator

OBJECTIVE

Tech Literacy Assistants are volunteers that empower seniors to learn how to use their smart phones, tablets and laptops.

OVERALL GOALS FOR THE POSITION

1. Enable the seniors in our community to be better connected through better use of technology.
2. Increase seniors' online safety.
3. Empower seniors by providing tools and resources for self-learning
4. Create a welcoming and inclusive environment where seniors can come together to build social connections and learn from each other.

ROLES AND RESPONSIBILITIES

1. Teach seniors how to use their smart phones, tablets and laptops.
2. Assist seniors one-on-one or in small groups with basic tech issues.
3. Provide short power point presentations (optional).
4. Teach seniors how to access resources for self-learning.
5. Encourage participants to help each other to build a sense of community and friendship.

REQUIREMENTS:

- Must be Ages 13+
- Must obtain a Criminal Record Check with Vulnerable Sectors Clearance prior to starting (online link or request letter will be provided)

ROLE PARTICULARS

- Be available for one or both of the following programs:
  - Tech-Savvy Tuesdays, 5:30 pm-6:45 pm at Wesbrook Community Centre
  - Community Digital Support, Saturdays from 9:00 am-11:00 am at Wesbrook Community Centre
- This is an excellent opportunity for friends to volunteer together.

Please send a letter of interest to lquamme@myuna.ca.
Application Deadline: Open until filled.

UNIVERSITY NEIGHBOURHOODS ASSOCIATION

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