



Volunteer Position Description

FACETS

Location	All Education and Community Development properties (1 of 4 locations)
Position Title	Adult Computer Time - Lead Volunteer
Purpose	Oversee computer lab during designated times open to all adult residents.
Key Responsibilities	<ul style="list-style-type: none"> • Support the mission of FACETS. • Open and close lab, track resident participation, and ensure appropriate use of computers (e.g., ensure content is suitable for community environment). • Support residents using the lab to develop basic computer literacy skills, conducting job searches, creating resumes, furthering education, and managing other life responsibilities. • Provide technical support as needed. • Ensure priority is given to residents using the lab for non-leisure purposes. • Occasionally be responsible for opening/closing the Community Center and supervising other volunteers in the absence of the Community Advocate. • Other related duties as assigned.
Time Commitment	<ul style="list-style-type: none"> • 1 hour per week for duration of a semester.
Supervisor	Community Advocate for selected property
Qualifications	<ul style="list-style-type: none"> • Possess proficient computer skills. • Effective communication skills to maintain a well-organized lab environment. • Passion for working with adults and desire to provide encouragement of positive life skills. • Understanding of current social services, homeless, housing issues, and methods/approaches for addressing issues. • Flexibility and ability to change priorities as necessary. • Positive and professional attitude and demeanor. • Self-reliant problem solver and team player.
Training	Will be provided
Appointed by	Volunteer Manager, Community Advocate