



ST CARTHAGE'S COMMUNITY CARE

Volunteer Computer Tutor

Responsible to: Respite Coordinator

Duties/Tasks:

1. Tutoring in basic computer, internet and related skills
2. Record attendance, bookings and receipting for IT clients
3. Maintenance of virus scanning and related care of computers

Rostered Days: Monday to Friday **Time:** 9am to 12.30 pm/12.30 to 4.00pm

Other duties/tasks as agreed to by volunteer & coordinator

Tutoring in specific software programs

Rostered Days: as required

Time:

Skills & experience necessary:

1. Computer literacy
2. Tutoring/teaching skills
3. Good communication skills
4. Friendly helpful manner
5. Ability to relate to people from diverse backgrounds

Desirable: IT qualifications

St Carthage's Community Care Compulsory training:

Occupational Health and Safety Induction

On-the-job training provided by an experienced IT Volunteer

Optional Training to be provided by St Carthage's Community Care:

Assessment date: 1 month & 3 months **Review date:** 12 months

SIGNED: _____

DATE: _____

SUPERVISOR: _____

DATE: _____