# Computer Lab Tech Volunteer

**The Women's Building** (TWB) is a multi-cultural, multi-service center for women and gender expansive individuals in San Francisco's Mission District.

Our **Community Resource Room** (CRR) is looking for volunteers to provide computer and technology assistance in **English and Spanish** to visitors who come to our computer lab. Our free, bilingual (English/Spanish) services provide critical access to resources for employment, housing, health care, legal services, and more. We offer information and referrals, access to technology, job search assistance, financial education, free tax preparation, an immigrant food pantry and a host of workshops.

**Hours:** 3-5 hours per week. Must be available for on-site services (***This position requires a 3-6 month minimum commitment* ) Full shift 10am-3pm or 11-4pm. Half shifts: 10am-1pm or 1-4pm on Monday, Tuesday, or Wednesday.**

**Computer Lab Hours:**
**Monday, Tuesday, and Wednesday 10am-3:30pm**

**Reports to:** Daniela Flores (Program Coordinator)

**General Responsibilities:**
The tech assistance volunteer is needed to provide support to clients who need help with technology literacy. The computer lab is aimed for clients that are able to work more independently, but may still need help with the day to day use of their smartphone, applications, or access to resources through means of technology. With the provided training the volunteer will work with a client on basic computer literacy skills.

**Responsibilities include**:

- Supervise the computer lab area
- Set up and/or breakdown the computer lab area
- Ensure visitors adhere to the community guidelines
- Sign in visitors using our registration form
- Assist computer lab users with procedures such as using e-mail, researching on the internet, internet safety, transferring and saving files, printing, etc.
- Follow procedures for logging daily program use information
- Attend Community Resource Room training and meetings as needed
- Teach and assist participants how to use their smartphone
- Interact and communicate with Dev Mission's Community Tech Associates

**Qualifications**:

- Strong verbal communication and interpersonal skills.
- Technologically proficient and knowledgeable of various computer and cellphone apps.
- **Bilingual (Spanish) required.**

- Cultural competence in working with diverse populations, including communities of color, immigrants, LGBT communities, and persons of various ages, socioeconomic backgrounds, health status, and abilities.

**To Apply**: Please email your resume, and availability with CRR TECH VOLUNTEER as the subject line

**Contact**: Citlali **Email**: citlali@womensbuilding.org