

Computer Room Assistant

volunteer position

Department: Homeless Programs

Supervisor: Donna Jackson

Description of Duties: Volunteers will work directly with job seekers in our computer lab. You will offer assistance when needed with setting up e-mail accounts, attaching resumes and other documents to emails, filling out online applications, navigating employment websites such as monster.com and careerbuilder.com, as well as other job search technology advice. You will also offer help with resume creation and revision, writing cover letters, and letters of explanation (such as for previous firings or periods of unemployment). Staff will assist in all of these areas as needed.

In addition to the above duties, you will monitor the room to insure equipment usage rules are followed.

Basic Microsoft Word and Internet experience required.

Schedule: Computer Lab hours are: Mon: 9am-4:30pm
Tues.: 12n-4:30pm
Wed.: 10:30am to 12:00n
Thurs.: 12n-4:30pm
Fri.: 9am-4:30pm

You may commit to any of the above days and hours.

Location: Bayaud Enterprises
Computer Lab
333 West Bayaud Avenue
Denver, CO 80223

Length of commitment: Ongoing

In order to provide protection to all participants, Bayaud Enterprises requires a background check for this volunteer position.

For more information on this and other volunteer positions contact:

Benn Stebleton
Volunteer Coordinator
303.830.6885 ex.328
fax: 303-830-6653
benn.stebleton@bayaudenterprises.org



Employment Matters