

Computer Skills Tutor

volunteer position

Mission: Our mission is to provide Hope, Opportunity and Choice, with work as the means through which people with disabilities and other barriers to employment can more fully participate in the mainstream of life.

Motivation: Work directly with individuals with disabilities who are attending our General Office Skills Training (GOST). Your patient work will greatly improve the students' potential for future employment.

Department: GOST program

Supervisor: Benn Stebleton

Description of Duties: Volunteers are needed in the GOST classroom as little as one time per week, to work one on one with our adult students with disabilities. Many students have not had much experience with computers but are working to gain an understanding of and workable knowledge in basic computer usage as well as the Microsoft Office programs. The students attend classes Monday through Fridays from 9am-3pm. Tutors are not needed at all hours. Even one or two hours each week would be enormously helpful.

Volunteers will be asked to sit with a student one on one during their volunteer time to help the student with their studies. It is necessary that the volunteer be patient as well as creative and enjoy finding new ways to teach others. A reasonable understanding of computers and Microsoft Office programs is also required.

Schedule: Day hours Mondays, Wednesdays, or Fridays. Very flexible within those times.

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

Length of commitment: Flexible.

For more information on this and other volunteer positions contact:

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Employment Matters