

POSITION: Got Tech Skills? Computer, Tablet & Smart Phone

Purpose of Position:	We are currently looking for Tech Volunteers to coach adults (55+) who are interested in learning or improving their computer, tablet or smart phone skills. You will assist with classes, tutoring or workshops. WE NEED YOU apply today!
Qualifications:	<ul style="list-style-type: none"> • Excellent computer skills (PC, Mac, Tablets, iPhones or Androids) • Ability to effectively communicate • Enjoys working with aging adults • Ability to take directions and work independently • Reliable, responsible and patient
Responsibilities:	<ul style="list-style-type: none"> • Work directly with the instructor and the students during the class • To share your knowledge, answer questions and guide customers through how-to • One-on-One instruction with customers on computer use and safety, new mobile technology features and set-up, issues and good practices
Training:	<ul style="list-style-type: none"> • Interview with staff • On-the-Job training will be provided
Time Commitment:	<ul style="list-style-type: none"> • 2-5 hours per week
Available Shifts:	<ul style="list-style-type: none"> • Monday-Friday 9am-5pm (we will work with your schedule)
Length of Commitment:	<ul style="list-style-type: none"> • To be determined
Site/Station:	<ul style="list-style-type: none"> • San Mateo Senior Center, 2645 Alameda de las Pulgas
Reports to:	<ul style="list-style-type: none"> • Amber Shong, Community Services Coordinator 650-522-7490
Apply Online:	Interested? Visit www.cityofsanmateo.org/volunteer and complete your online application. Complete the Citywide Volunteer Application and in the Assignment Preference section choose: P&R: Computer Coach in the pull down menu.

Sign-Up for Email “Notify Me” Updates on other new citywide volunteer opportunities at www.cityofsanmateo.org/volunteer

Donna Divodi, Citywide Volunteer Coordinator
Phone: (650) 522-7277
Email: ddivodi@cityofsanmateo.org

