



Dartmouth Learning Network Computer Basics Volunteer Instructor Position Description

Purpose: Many of us have helped a friend or family member set up and email account or download a file. Computer Basics instructors offer friendly assistance to adult learners using computers in our Computer Lab. Activities could include using Microsoft word, excel, PowerPoint, basic email, or using computer based literacy and math programs. You will instruct 4-6 learners dedicated to your class.

Reports to: Community Learning Program Coordinator

Length of Commitment: Three to six months (September – June)

Weekly Time Commitment:

- Two hours of teaching time per week
- 6:30 pm – 8:30 pm Monday
- 7:30 pm – 9:00 pm Tuesday

We have a need for weekday, daytime volunteers to support adult learners enrolled in our daytime programming.

Location: Dartmouth Learning Network

Qualifications:

- Must be 19 years of age or older
- Friendly outgoing, patient and good at explaining tasks to adult learners
- Comfortable using Microsoft Office Programs, email, social media, working on-line
- Knowledge of computer based literacy and math programs would be considered an asset but not necessary we will be happy train you.

Responsibilities:

- Develop Computer Basics lesson plans or use ones provided by the Dartmouth Learning Network.
- Teach keyboard and mouse usage
- Teach Internet usage, how to use search engines to find information
- Help learners set up and use an email account, use attachments and download files
- Introduce learners to Microsoft Office Programs (Word, Excel, PowerPoint)