

Volunteer Position Description

Program	Technology for Seniors (Computer Classes)
Volunteer Title	Technology Support Volunteer
Reporting to	Centre Coordinator

Purpose:

The purpose of the role is to provide face to face technology support to older adults and also assist to navigate through the Government funded program "Be Connected".

Role

Responsibilities

- Introduce "Be Connected" to older adults.
- Assisting people face to face with the use of "Be Connected" website.
- Assisting older adults how to operate computer, laptop, iPad, and/or smart phone.
- Teaching how to text, email, use of social media, take photos, use of office suite and other basic skills to operate their devices.
- Informing about e-safety.

Qualifications

- Experienced in teaching people about use of technology.
- Ability to assess capabilities and current knowledge of a client/customer
- Awareness of the range of programs available on the devices.
- Have patience with the repetition the client/customer may need
- Make client/customer feel welcome and confident.

Benefits

- Satisfaction of providing a service where older adults will be benefited.
- Access to free volunteer training and workshops
- Opportunity to work with others

Background Checks

National Police check/ Working with Children Check/ Reference check

Commitment

Minimum 6 months.

Scheduling Available to teach at least one block per week, or as arranged with the Coordinator.

Volunteer Role Senior Centre at Mosman Council
Location

Work Health and Safety Responsibilities:

As a Volunteer of Mosman Council, you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as you are reasonably able, with any reasonable instruction that is given by Mosman Council (to comply with its responsibilities under the WHS Act)
- Co-operate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to volunteers
- Participate in training
- Keep the workplace safe, clean and tidy
- Cooperate with Site Safety Rules
- Cooperate with safe work method statements, standard operating procedures and controls
- Report all incidents, near misses and injuries
- Participate in emergency response rehearsals and reviews
- Report hazards
- Wear and maintain provided Personal Protective Equipment (PPE)

Acknowledgement:

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Volunteer's Name (printed):.....

Volunteer's Signature:..... Date:.....

Volunteers Office/
Program Coordinator:..... Date:.....