**VOLUNTEER PROJECT DESCRIPTION**

**Computer & Digital Tutoring Volunteer**

**INTRODUCTION**

Mi Casa Resource Center is seeking volunteers to help members of our community improve their digital literacy during our weekly Computer & Digital Tutoring Hours.

Adult participants attend Computer & Digital Tutoring Hours to practice new technology skills, ask questions, study online, work towards digital certificates, edit their cover letters and resumes, submit applications, design small business strategies online, and more.

**PROJECT DETAILS**

Digital Literacy Volunteers empower adults to improve their technology and computer skills. Volunteers support adults to gain confidence using tools such as internet search engines, Microsoft and Google Suite products, online career platforms, and business websites.

Digital Literacy Volunteers address any tech challenges and/or direct the adult to the appropriate Mi Casa staff member that may provide more specific support. They ensure the computer lab is kept organized and that the computers are in good working order for the participants’ use.

**SESSION DETAILS**

Wednesdays Thursdays

9:30 AM – 11:30 AM 5 PM – 7 PM

**QUALIFICATION & COMMITMENT DETAILS**

Must be able to assist participants with basic computer use and technical support. Spanish skills are highly preferred to provide support to our Spanish-speaking participants.

The commitment is flexible based on preference – once-weekly shifts, bimonthly, etc.