Head Computer Coach

Position Overview: The person in this leadership position will develop learning opportunities for the computer lab and coordinate a cadre of volunteer computer instructors for Partners in Reading (PAR). PAR serves adults with low literacy and often little access to computers. PAR's mission is to reduce the technology gap that exists so adults can easily access information and thrive in our modern society. The successful candidate will recruit and oversee volunteer instructors for PAR's computer lab, create workshops and classes that will engage and teach necessary computer skills. Permanently impact lives and become part of a dynamic team at PAR.

Responsibilities:

- Oversee the computer lab and the volunteer computer instructors
- Recruit volunteer instructors/ tutors for the computer lab
- Coordinate scheduling of volunteer instructors with adult learners
- Communicate with learners, tutors and computer lab instructors to arrange instruction
- Work with staff to develop methods of communicating scheduled instruction
- Collaborate with PAR staff and tutors to deliver services
- Identify and develop technology workshops that engage adult learners
- Schedule and promote technology workshops

Benefits:

- Key leadership position.
- Interaction with an enthusiastic community of learners, tutors and staff from diverse backgrounds.
- Support of PAR staff; computer resources to tap; and training provided.
- Satisfaction of educating adults, impacting families, and improving the quality of their lives.
- Ability to reduce the technology gap between those that have and those that don't.
- Recognition of your contributions at PAR events, at City of San Jose volunteer recognition events, and the expressed gratitude of staff, learners and tutors.

Qualifications:

- Basic computer skills; knowledge of Word and Excel
- Excellent oral and written communication skills; ability to teach basic concepts
- Experience working with adults or immigrants with low literacy preferred
- Knowledge of project or program management
- Reliability, patience, sense of humor and flexibility
- Desire to help all members of the community achieve the skills to use basic technology

Commitment:

- 6 month commitment
- Minimum 8 hours per week
- Location – King Library

Contact: Contact _____ . Please forward your completed application today.