

Volunteer Tutor Position Description

Position Title: Volunteer Tutor

Reports to: Volunteer Coordinator

Overview of Position: Assist teacher in basic (*PC for Beginners 1* and *PC for Beginners 2*) or intermediate (*Office Track*) computer courses to adult learners.

Responsibilities: Working directly with students outside of the classroom to build their computer skills, supplement in-classroom education, troubleshooting student questions, and providing students with job-readiness counseling.

Time Requirements: Tutors make themselves available at Byte Back from 6-8 on Tuesdays or Wednesdays

Qualifications: Mastery of course materials being taught in Community Academy classes and/or job readiness skills.

PCB 1+2: Send and receive emails and attachments, conduct web research, a thorough understanding of parts of a computer, basic Microsoft Word skills, and file management.

OT: Thorough understanding of Microsoft Office programs: Word, Excel, Powerpoint, and Outlook

Job Readiness Skills:

Training Requirements: Byte Back requires 2 trainings prior to tenure as a volunteer tutor. Additional trainings may be required.

Volunteer Benefits: Volunteers are afforded the experience of working closely with a local non-profit in the DC community, ample experience facilitating adult-learning, and the opportunity to network with Byte Back staff and volunteers.