



The Urban League of Metropolitan St. Louis, Inc.

Volunteer Position Description

Position Title: Computer Training Coach

Immediate Supervisor: Director, of respective activity to which assigned.

Job Description

The Computer Training Coach is responsible for providing training and mentorship in the use of computers, printers and scanners. S/he provides assistance with MS Word, Excel, PowerPoint, and Access file creation and navigation questions, saving data, printing problems, and preference setting in Internet Explorer. S/he is also responsible for keeping the computers and computer lab clean and stocked with supplies, reporting any misuse of equipment, maintaining schedules and logs, and other computer lab functions as directed by his/her supervisor.

Minimum Qualifications:

- High school diploma or general education degree and a minimum of one to three months related experience and training.
- Ability to read and comprehend routine instructions, short correspondence, and memos.
- Ability to write routine correspondence.
- Ability to effectively present information to clients in one-on-one and small group situations.
- Ability to add, subtract, multiply, divide in all units of measure, using whole numbers, common fractions and decimals. Ability to computer rate, ratio, and percent and draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out instructions furnished in written or oral form.
- Interpersonal skills to respond to questions and explain rules and procedures clearly.

Physical Demands:

- The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the volunteer is frequently required to stand, walk and sit. The volunteer is occasionally required to stoop, kneel and crouch. The volunteers must frequently lift and/or move up to 25 pounds.

Available sites include:

- 1401 East Broadway, East St. Louis, IL, 62201

Time Commitment:

This position requires a minimum commitment of 2 hours, 3 days per week.

Hours of Operation:

- Monday, thru Friday, 8:30 am – 5:00 pm

This opportunity is available to

- Adults
- Small Groups (2 – 5)

Contact Person: For an interview contact Steve Nienkamp, Volunteer Coordinator at (314) 388-9840 ext 134.

Address: 8960 Jennings Station Road, St. Louis, MO 63108