VOLUNTEER TECHNOLOGY PARTNERS

Objective:
Technology Partners help to deliver competent computer instruction and/or provide efficient technical support to Atlanta Habitat homeowners with the goal of ‘bridging the digital divide.”

Background:
In 2008, Atlanta Habitat launched a technology program intended to ensure that each Atlanta Habitat homeowner owns a home computer. Thanks to a generous grant, we can provide new laptop computers for our homeowners after they attend our Computer Basics Class. The Computer Basics Class is four hours and covers a broad array of topics and is targeted to homeowners with limited computer experience. In addition, we offer Computer Lab classes for those wanting to learn or practice Microsoft Word, Excel, Outlook, PowerPoint, and Internet Safety.

Outline of Responsibilities
• Technology Partners are needed to assist homeowners during the Computer Basics Class to ensure the homeowner is comfortable with modern technology and to answer questions during class.
• We are seeking Technology Partners with a high-level of experience in Microsoft Excel, Word, and PowerPoint.

Time Commitment:
• Technology Partners are expected to attend two classes during a six-month period, each class lasting four hours.

Schedule:
• The Computer Basics and Lab classes are offered on an alternating schedule every month at Atlanta Habitat office on a Saturday from 9:00 am – 1:00 pm.

Training and Support:
• Meetings are held periodically for training, planning, and evaluation purposes at the Atlanta Habitat office.

Qualifications:
• Passion and enthusiasm for Atlanta Habitat’s mission.
• Good working knowledge of computers and Microsoft Excel, Word, and PowerPoint.
• Excellent interpersonal skills and comfortable working closely with Atlanta Habitat homeowners.
• Must be at least 18 years old.
• These classes will be offered in both English and Spanish, so fluency in Spanish is a plus.

To get started:
• Volunteers attend a new volunteer orientation. (Pre-Requisite)
• All volunteers are required to sign a confidentiality agreement and waiver of liability. (Pre-Requisite)
• All key volunteers are screened using the sex offender registry and, if listed, may be disqualified from volunteering with Atlanta Habitat. (Pre-Requisite)
• Search and sign-up for a Volunteer Technology Partners event on Volunteer Hub.
• Have questions? Contact Jessie Tran (404) 223-5180 ext. 244 or jessie.tran@atlantahabitat.org.