

# Volunteer Position Description

<b>Position Title:</b>	PrimeWise Computer Instructor
<b>Position Type:</b>	Non-patient Care or Service Personnel
<b>Facility:</b>	Flo, Ft.T
<b>Position Summary:</b>	
This position will develop a curriculum and teach beginning and intermediate level computer classes to adults 50 and over. Instructor must be able to teach with a hands-on approach to 10 – 16 students per class.	
<b>Qualifications:</b>	
<ul style="list-style-type: none"><li>• Knowledgeable of computer science including introduction to computers, internet, e-mail, Word, Excel and Facebook</li><li>• Ability to develop a curriculum for classes mentioned above</li><li>• Teaching skills that include patience and understanding in dealing with older adults with no prior computer knowledge</li><li>• Enjoy working with older adults and know how to create a fun and relaxed environment</li><li>• Being flexible to teach classes at all St. Elizabeth facilities</li></ul>	
<b>Duties &amp; Responsibilities:</b>	
<ul style="list-style-type: none"><li>• Develop a curriculum for each course and continually revise based on student feedback</li><li>• Receive curriculum approved from director of PrimeWise</li><li>• Ready classroom for students</li><li>• Instruct one or more computer class for older adults</li><li>• Follow all policies and procedures of PrimeWise and St. Elizabeth</li></ul>	
<b>Key Accountabilities:</b>	
<ul style="list-style-type: none"><li>• Ability to develop and revise curriculum, ensuring that it meets the needs of older adult learners</li><li>• Receive positive feedback from attendees</li><li>• Submit all necessary paperwork after each class to the PrimeWise office</li><li>• Arrive on time and be prepared before students arrive</li></ul>	
<b>Time Commitment:</b>	
<ul style="list-style-type: none"><li>• To be determined by volunteer and PrimeWise</li></ul>	
<b>Uniform:</b>	
<ul style="list-style-type: none"><li>• Standard volunteer uniform</li></ul>	