



Fresh Start
Women's Foundation

**CELEBRATING
25 YEARS**

Computer Literacy Volunteer Workshop Facilitators Needed

Fresh Start is recruiting volunteers for our expanded Computer Literacy workshops. We are looking for volunteers with an expertise in Computer Literacy who are interested in teaching our curriculum for the below topics.

Fresh Start will provide the materials and training as part of your volunteer experience.

Computer Basics

Basic Microsoft Word

Basic Microsoft PowerPoint

Basic Microsoft Excel

Intermediate Microsoft Word

Intermediate Microsoft PowerPoint

Intermediate Microsoft Excel

Microsoft Outlook

Advanced Microsoft Word

Advanced Microsoft Excel

Google Tools & Exploring the Web

Online Banking & Internet Security

For more information, contact our Volunteer and Outreach Coordinator Marcella Columbus at mcolumbus@fswf.org



**Jewell McFarland-Lewis Women's Resource Center
Fresh Start Women's Foundation
Computer Literacy Volunteer Description**

Title: Volunteer - Computer Literacy Facilitator

Reports to: Project Manager

Schedule: Flexible, ideally once per month

Organization and Mission:

Fresh Start Women's Foundation provides education, resources and support for women to positively transform their lives and strengthen our community.

Fresh Start Women's Foundation envisions a community where every woman reaches her full potential through achieving personal empowerment and financial self-sufficiency.

Description:

The Computer Literacy Facilitator will work with Fresh Start clients in a workshop setting or one-on-one to help gain basic computer literacy skills. The workshop will include participants from a wide spectrum of abilities, from highly proficient to no computer experience at all. The Computer Literacy Facilitator will help trainees gain further knowledge.

Expectations:

- Computer Literacy Facilitators are expected to have completed the online in-take form, orientation, two reference forms, and training.
- Computer Literacy Facilitators are expected to come in on time, clock in and out, and fulfill assigned tasks for their volunteer shift.
- Ideally, Computer Literacy Facilitators will have a regular schedule to provide consistent services for Fresh Start clients.
- Are scheduled quarterly and about 3 months in advance, volunteers are expected they remain committed to the dates and times they choose.
- All volunteers are expected to uphold the Fresh Start Hold Harmless and Confidentiality agreements, as well as the zero solicitations/fraternizations policies outlined in their volunteer handbook.

Outcomes:

Workshops and support groups provide women with access to expert-level instructors knowledgeable in specific subject matter, as well as a safe learning environment of peers to network with. The efforts of Computer Literacy Facilitators directly empowers women to learn new skills and techniques applicable in everyday life.

Interested persons should email resume, and letter of interest to Marcella Columbus at mcolumbus@fswf.org.