



Computer Lab Volunteer – Position Description

POSITION: Computer Lab Volunteer

PROGRAM: Nueva Vida Haven Emergency Shelter

SUPERVISOR(S): Director

Essential Duties and Responsibilities:

- Oversee computer lab environment and notify case managers or director with concerns.
- Promote a solution-focused atmosphere through empowerment.
- Provide support to the staff and residents in the form of paperwork assistance.
- Help clients' complete administrative tasks (printing, faxing and case related calls).
- Be available to answer questions related to applications, resumes, computer usage and etc.

Requirements:

- Must be at least 18 years old
- Be self-directed, willing to take initiative, and detail-oriented
- Must be dependable and punctual
- Respect and maintain confidentiality of SDRM data and clients
- Knowledgeable about homelessness and mental health

Training:

- Attends general volunteer orientation
- Successfully complete all volunteer orientation requirements
- Trauma Informed Care basics
- Completes office orientation which includes training on the following items:
 - Phone and faxing system

Evaluation: As needed

Time Commitment:

- 6 month minimum
- 5-15 hours a week, any weekday
- TBD during case management hours (Monday - Saturday from 7:00am – 12:00pm or 5:00pm-9:00pm)

Benefits:

- Improve understanding of the San Diego's homeless population
- Increase familiarity with resources throughout San Diego County
- Learn about the processes behind maintaining an emergency night shelter
- Hands-on learning experience
- Free parking

Contact: Ashley Brown, Director at abrown@sdrescue.org