

## **Tech Team Volunteer Position Description**

**Time Requirements:** Minimum four-month commitment, approximately 4-8 hours per month

**Minimum Age:** 16, but volunteers 14-15 years old may be considered depending on maturity

**Reports to:** Director of Volunteer Programs and Volunteer Coordinator

### **Responsibilities:**

- Provide tech support to clients in preparation for and during Alzheimer's San Diego online education classes, webinars, and special events
- Provide tech support as needed:
  - Zoom
  - Downloading apps
  - Social media
  - Troubleshooting
  - Navigating smartphones, computers, etc.
- Lead or co-lead live instructional webinars to teach clients about Zoom and other related technology (optional)
- Use Volunteer Information Center to schedule self for classes and record volunteer hours
- Maintain professionalism and reliability, recognizing volunteers represent Alzheimer's San Diego to the community
- Regularly communicate with Director of Volunteer Programs

### **Skills & Qualifications:**

- Knowledge of Zoom and other similar technology
- Ability to clearly explain information and provide step-by-step directions
- Excellent interpersonal skills
- Highly reliable and professional

### **Requirements & Training:**

- Background check (Alzheimer's San Diego expense)
- Complete paperwork
- Complete training program