



## **CARITAS Works Computer Lab Coach**

<b>Supervisor</b>	<b>Director of Operations</b>
<b>Contact:</b>	<a href="mailto:works@caritasva.org">works@caritasva.org</a>
<b>Hours:</b>	2-4 hours per week
<b>Benefits:</b>	Help students grow in understanding of the basic function of a computer. Help students file on-line resumes/cover letters. Support and contribute to the success of the CARITAS mission. Satisfaction of knowing you are helping to contribute to solving homelessness in Richmond.
<b>Qualifications:</b>	Knowledgeable of Microsoft Office Software: Outlook, Word, Excel, PowerPoint Able to confidently browse the Internet Familiar with Gmail (Google mail) Knowledge of on-line job application processes, VEC registration, etc. helpful
<b>Responsibilities:</b>	Assist Technology teacher during training sessions Support students during computer practice "lab" sessions Assist students with on-line applications

**In the early stages of the program, students are preparing for an effective job search. Many are PC novices and will need one-to-one mentoring during lab sessions designed to acquaint them with basic PC function. As they move through the coursework, they will need to develop a resume and cover letter, etc. and begin applying for jobs on line. The Computer Lab Assistant will help the student with these processes.**

**[www.caritassva.org](http://www.caritassva.org)**