



Computer Literacy Tutor

Location:
Verde School,
Richmond

To volunteer or for more
information:

[www.cceb.org/get-
involved/](http://www.cceb.org/get-involved/)

ivillasenormadriz@cceb.org

510-768-3166



Position Title: Computer Literacy Tutor

Area/Program Focus: Fostering Self Sufficiency, Family Literacy Program

Supports: Family Literacy Program Coordinator

Position Summary: The Computer Literacy Tutor will provide classroom support to the Family Literacy Program (FLP) at least 1 day per week in the morning during program hours. FLP students are mostly adults with little to no tech-skills, and are often excluded from an increasing number of web-based communications from schools and community organizations. This computer literacy tutor will support student's understanding of basic computer use: mouse and keyboard function, web search, email, etc. Spanish speaking volunteers are ideal for this role.

Essential Responsibilities:

- Introduce students to basic computer skills as directed by FLP coordinator
- Help track students' progress throughout the class

Success Metrics:

- Students feel more confident to perform basic computer tasks
- Consistent and reliable attendance

Core Skills:

- Proficient understanding of computer software and cloud-based programs
- Clear communication, both virtual and in-person

Requirements:

- Must complete a Live Scan background check to be paid by CCEB
- Must complete a brief online training in recognizing and reporting abuse
- Must volunteer at least 4 hours per week for at least 3 months

Agency Culture: Every year, Catholic Charities of the East Bay moves thousands of youth, individuals, and families from Crisis to Stability to Prosperity through 3 primary program areas: "Fostering Self-Sufficiency" provides services designed to strengthen families and increase income to livable wages; "Welcoming the Stranger" offers legal immigration, refugee relocation, and refugee employment services; "Healing Trauma" delivers immediate and sustained support to victims of crime, especially those impacted by community, domestic, and family violence, as well as mental health treatment to students and adolescents experiencing multiple, ongoing incidences of trauma.

Review/Approval

Supervising Staff _____ Date: _____

Volunteer Coordinator Review _____ Date: _____

CAO Initial _____ Date: _____