



## **Computer Lab Instructor Job Description**

**Title:** Computer Lab Instructor  
**Staff Leader:** Program Director

**Overview:** WHW is a non-profit organization that provides the unemployed and underemployed with the skills and resources they need to get and keep a good job. The Computer Lab Instructor will work with the Program Director to provide on-site comprehensive computer instruction to WHW clients to further their proficiency and understanding of digital programs to elevate their job search.

### **Major Responsibilities:**

- Work with Program Director to identify the computer education and certification needs of WHW clients and the community
- Execute all class arrangements: ensure room reservations, material preparation and distribution along with registration, follow-up and greeting of attendees
- Coordinate with the Program Director in curriculum planning, development, designing, calendar coordination, conducting and evaluating all classes and support materials
- Instruct classes for WHW clients in areas of Windows operating and PC technology as well as general computer literacy, specified software programs and internet navigation following WHW standards of approved branding and usage of intellectual property
- Facilitate learning of Microsoft Office and use of these MS applications (Excel, Word, PowerPoint, Outlook) and provide basic instruction of QuickBooks
- Create and implement curriculum for computer instruction and certifications as well as actively support related workshops focused on skills development
- Efficiently and effectively utilize technology to support classes with arrangement of AV equipment and all computers and printers utilized in lab
- Announce and advertise computer classes in monthly calendars, newsletters and other available means



- Maintain positive rapport with all attendees and create a positive learning environment, motivating attendees to actively participate in all aspects of the educational process
- Organize and sequence topics in a logical progression and pace the delivery to meet the needs of the class
- Job Board – Ensure old job leads are taken down from the job board and new job leads are posted daily – oversee volunteers
- Wall Calendar – Make sure the calendar is updated at the beginning of the month to reflect the employment readiness workshops and computer courses
- Job Lead Binder- Oversee volunteers to update job lead binder to highlight posted job leads that are no more than 30 days old
- Support Program Director as needed

**Other Areas Include:**

- Excellent computer aptitude and experience with Microsoft Office Applications (MS Office Suite, Internet, social networking sites and other relevant software).
- Excellent interpersonal, motivational and instructional skills with ability to work with diverse populations.
- Excellent and effective written and verbal Communication Skills.
- Attention to detail and the ability to work independently with minimal supervision.
- Knowledge of proper telephone and email etiquette.
- Problem solving that may include conflict resolution.
- Must have a current California Driver's License and valid automobile insurance.
- Maintain a professional, safe, clean and orderly work environment.
- Other duties as assigned.

**Schedule:**

- 29 hours per week, Part Time Non-Exempt Position. \$13 per hour
- Teach 10-16 hours of instructor led computer classes per week.
- Schedule may vary with some evenings and weekends required
- Closed on major holidays

***To apply for this position, please send resume and cover letter to [BrendaW@whw.org](mailto:BrendaW@whw.org).  
No phone calls please.***