



Foundation for Immigrant
Resources and Education

TECHNOLOGY COACH

As a Technology Coach, volunteers are expected to assist and instruct learners who interested in learning basic computer literacy. The volunteer will work in the computer lab at FIRE one evening per week and teach basic computer and job search skills, including typing, Microsoft Office software, resume writing, on line job search and other related tools. Lesson plans and guidance are provided.

Job Responsibilities

- Provide supervision and instruction of students learning English that applies to practical day-to-day experiences.
- Create a positive, educational, safe and enriching experience for students.
- Work one-on-one or with a group of students.
- Take attendance and monitor progress of students in a written log.
- Assist during ACES class once a week.
- Work with Lead Program Coordinator and other volunteers.
- Assist students one-on-one with resume writing and job search.
- Lead occasional activities, demonstrations or games.
- Inform program coordinator of problems or concerns and keep updated reports.

Qualifications

- Fluency in written and spoken English
- Ability and interest to volunteer in a multicultural environment
- Experience working with low-income and/or new immigrants preferred
- Flexibility in doing different tasks
- Self-motivated and can work independently.
- Basic knowledge of computers and typing.
- Knowledge of American job application processes and culture.
- Willingness to take direction and try new instructional practices that meet students' needs.
- Patience, dependability and promptness.
- Ability to assist students with learning needs without judgment.

FIRE will provide

- Curriculum and suggested technology-learning resources.
- Books and teaching materials.
- Timely feedback and answers to your questions regarding instruction.
- On-going staff development training.

Requirements

- Willingness to volunteer one day a week or a minimum of three hours per week
- Have completed or will undergo the 12-hour the Minnesota Literacy Council's Pre-Service Workshop (Training and other information can be found at <http://www.themlc.org/trainingregistration> or by calling 651-645-2277)
- Complete the FIRE application process which includes:
 - Application Form (form available online)
 - Reference check (form available online)
 - On-site orientation
 - Brief interview

Application contact: Maria Olson at 651-224-4728 ext. 111 or at info@fireprograms.org

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