



## **HPP Community Technology Center Volunteer Program**

### **Mission:**

The **HPP Community Technology Center (CTC)** helps clients to realize their goals of self-sufficiency through education, job training, and job readiness. The CTC also runs continuing education for staff at HPP, many of whom are former clients.

The CTC provides quality access to computers and training responsive to the needs of HPP's clients and staff. Here clients learn common software applications, and how to look for jobs, housing and how to research health questions (including substance abuse and mental illness). On top of the practical skills and resources gained from the CTC, clients and staff, many whom have never touched a computer before, overcome their fear of technology and are empowered to accomplish their goals.

**Community Lab Tutors** work in the Community Technology Center (CTC). The Lab Tutors will provide enthusiastic assistance to our diverse clients on topics ranging from basic computer skills, resume and cover letter writing to Skype and other exciting digital media tools. Some will teach classes depending on skills they can offer and client need.

### **Volunteer Duties and Responsibilities:**

- Assisting clients on the computers in English and/or Spanish
- Providing enthusiastic support and assistance on resumes and cover letters for clients looking for jobs
- Assist clients with setting up email accounts and looking for housing
- Assist and, with experience, teach technology workshops for clients and staff
- Help maintain the integrity of the CTC sign-in sheet and record keeping
- Able to commit two hours a week for at least three months

### **The available hours for this volunteer opportunity are during open lab hours:**

Mondays, Wednesdays and Thursdays: 9am-4pm

Tuesdays: 1pm-5pm

### **Commitment to Monolingual Spanish Clients**

In keeping with the mission of Homeless Prenatal and the needs of our clients, the CTC is committed to providing tutors from the communities we serve, including making available Spanish classes and bilingual volunteer tutors. Our goal is to make 50% of our services accessible to monolingual Spanish speaking clients. If you can help out in this goal, please let us know!

**\*Please e-mail if interested with resume attached.**

### **Contact Information:**

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