

Technical Volunteer Job Description

Reports to CEO

The technical volunteer is responsible for setting up devices and peripherals for new clients.

Teach new clients who want to learn how to use a computer, tablet or smart mobile phone for example to browse the Internet, send and receive emails, online banking and shopping, Government forms online, social media, video and audio chatting (such as Facebook Messenger and Skype) and compose Office documents for example to research and write your family history

Responsibilities

- § Customising and providing specialised equipment where needed to help with disabilities e.g., vision and hand movement issues.
- § Troubleshoot issues with PC equipment either in person or remotely.
- § Assess and refurbish suitably donated PC's, laptops, smart phones and tablets...
- § Collect donated equipment and dispose of unwanted e waste to receiving centres.
- § Work with communities that are in urgent need of help eg., currently Afghan and Ukrainian arrivals, but also in recent times, victims of domestic violence, single mothers, struggling families and bushfire victims.
- § Liaise with the virtual warehouse organisation GIVIT for donations to needy recipients including interstate recipients.
- § Report back to committee on updates, technical advances.

Essential Skills

- § Enthusiastic and well organised.
- § Great communication skills
- § Competent computer skills.
- § Hold a "Working with Children" Check with Beyond Disability Inc listed on it.

If at any stage the Technical Volunteer becomes aware of a personal conflict of interest, real or perceived between themselves and BDI, they should immediately notify the BDI CEO of the conflict who will immediately inform all other committee members.

Name: _____ Date: _____

Signature: _____

Name of CEO: _____

CEO Signature: _____