**Computer Skills Volunteer**

**Position Description**

Mountains of Hope Children’s Ministries is a non-governmental organization situated in Mpigi District in Uganda and was established to address the problems of vulnerable Children in Uganda.

The organization has established a computer training center and Internet café to enable youth of Mpigi learn computer.

The objective of Mountains of Hope Computer Training school is to carry on with a ritual of superiority in the field of computer training for tomorrow's challenges.

The programs that are offered now are of duration of 1 to 2 weeks. The courses have been updated to suit the requirements of the ever changing industry. Our center is also equipped with fast Internet, Wi-Fi, scanners, Ink Jet printers, photo printers.

The organization is short staffed, we require more computer skill volunteers to assist in giving computer lessons to these youth, children and/or mothers to provide them with the skills to be self employed. The volunteers would be expected to teach theory and practical lessons. As computer skills training volunteers, you would be asked to join the staff of the organization on outreach programs.

The computer trainer will focus on helping people learn how to use general office software such as Microsoft Office (Word, Excel, PowerPoint, Access etc...), website development and design, search engine optimization and social media training. For office skills, the focus will be on basic bookkeeping and office management training.

**Computer Lessons**

Computer skills volunteers would need to guide youth to discover the advantages and use of computers. They would be guided through typing, communicative and artistic functions, using the computers.

**Internet lessons**

The volunteer would need to train youth on internet usage right from the introduction to Internet, searching of information on the internet, sending and receiving emails, using the internet to web design. The Internet café at the center receives clients from the community around that pay some fee for the service, the volunteer would be required to help assign time for the clients.

**Fundraising Activities**

Computer skills volunteers may be asked to develop and coordinate web-based fundraising and also be knowledgeable of various social media sites to demonstrate to potential fund providers the needs of the organization.

Computer skills training volunteers at this placement do not need to have previous experience working with children although it would be considered a plus. They must be mature and emotionally stable individuals who can provide a positive approach to new learning skills. Volunteers must have the ability to convey a warm and understanding attitude and be willing to provide assistance in numerous ways to these youth.