

Volunteer Role Description

Volunteer Role Title	IT Group Support
Aim of Volunteering Role	To support Vision Support's IT Trainers
Object of the Volunteering Role	To assist the IT trainer in group training sessions for people with a visual impairment. To help develop the service
Tasks	<ol style="list-style-type: none"> 1. To assist trainers to teach IT to groups of up to 3 people. 2. To assist the trainer to carry out the initial assessment and implement ongoing evaluation
Time	Volunteers are welcome to spend a minimum of 3 months initially with us, but longer if you are able to. It is preferred that you commit to a minimum of one hour per week. Training will not exceed the time commitment agreed.
Place of work	As discussed at interview
Skills & Needs Required	<ol style="list-style-type: none"> 1. Interest in and commitment to the aims and objectives of Vision Support 2. A good communicator 3. Flexibility 4. Good working knowledge and experience of practical IT applications, eg Microsoft Office and electronic mail

Benefits Offered	<ol style="list-style-type: none"> 1. Full training in all aspects of the organisation 2. On the job training where necessary 3. Travelling/out of pocket expenses re-imbursed 4. Full insurance cover 5. Social events and activities
References	All roles are subject to satisfactory References (x 2) and completion of a C.R.B. Disclosure
Service Co-ordinator	Dependent on geographical area of work