

VOLUNTEER JOB DESCRIPTION

TITLE: COMPUTER TECHNICIANS

LOCATION: Freedom For Youth Ministries, 2301 Hickman Road, Des Moines, Iowa

Purpose: Assist the ministry with computer technical support to ensure efficient operation of programs and administration.

Duties and Responsibilities: Assists staff with computer problems or upgrades of software/hardware and help protect ministry data. May assist or lead a team of technicians.

Qualifications and Requirements: Christ-centered life, with skills in computer technical support. A love for sharing your gifts and talents with others in support of our programs that support homeless and at-risk youth.

Responsibility of Ministry: Our ministry's focus is on providing opportunities for volunteers to serve as they are called. It is each staff member's responsibility to serve the volunteers and provide a safe, healthy environment. All disciplinary actions will be conducted by Staff, and we will engage volunteers in regular discussions on individual students, areas for improvement and volunteer scheduling.

Training: Each volunteer will be required to attend an orientation meeting, and will receive regular instruction and encouragement from staff. All volunteers will receive a volunteer handbook which outlines specific ministry policies and procedures

Times Available: Flexible based on availability of volunteer.

Time commitment: 2-10 hrs/month.

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