



Computer Lab Assistant

About FareStart

FareStart provides a community that transforms lives by empowering homeless and disadvantaged men, women, and families to achieve self-sufficiency through life skills, job training and employment in the food service industry. We empower each individual to achieve his or her highest potential by restoring hope, giving respect, nurturing self-confidence, granting trust, and creating opportunity.

Position Summary

Our Student Services department is seeking volunteer assistance in our new computer lab for FareStart students and graduates from the program. In the computer lab, we help students build resumes, write cover letters, perform job searches and learn basic functions of MS Word. With one-on-one attention from a long-term volunteer in the lab, men and women have a greater opportunity to find meaningful work in our community.

The schedule for this position is a weekday afternoon, 3 – 4pm at the FareStart building on 7th and Virginia. This is an ongoing, weekly volunteer commitment.

Knowledge and Experience:

- Experience with MS Office required, MS Vista preferred
- Internet research experience preferred
- Tutoring skills a plus
- Excellent customer service and communication skills
- Ability to work independently
- Creative, energetic and passionate about the FareStart mission!

To apply

Please contact our Volunteer Coordinator, Carlene Deits, at carlene@farestart.org with a resume and summary of interest. If you are currently in job search, please consider the ongoing nature of this commitment before applying.