



Mano a Mano Family Resource Center

Job Title: Computer Literacy Instructor

Program: Productive Parents

Reports to: Productive Parents Programs Coordinator

Type of Position: Volunteer

Founded in 2000, Mano a Mano is an immigrant-based community development organization whose mission to empower immigrant and underserved families of Lake County, Illinois to become full participants in American life by providing quality programs and services that educate and establish links to essential community resources. We implement this mission through our four programs: Healthy Families, Productive Parents, Successful Children, and Engaged Citizens. Our work is sustained by our respect for human dignity and our belief in the equality of all people. Located in Round Lake Park, Mano a Mano serves approximately 4,000 immigrants annually from across Lake County and surrounding areas.

THE POSITION:

The Computer Literacy Instructor is responsible for assisting adult immigrants in the development and practice of their Computer skills.

COMMITMENT:

- We ask all computer instructors for a 2-month commitment
- The computer class will be approximately 5 weeks in length
- Class will meet once weekly for approximately 2 hours/class

MANO A MANO WILL PROVIDE:

- Curriculum and appropriate teaching materials
- Student handouts

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Teach students basic computer literacy and usage in Spanish
- Use a variety of teaching strategies in order to offer each student an equal opportunity to learn in a way that's best for him or her
- Focus thematic lessons on Computer skills that are applicable to the students' needs
- Provide students with support and a comfortable, non-threatening learning environment
- Ensure that student data (attendance and pre- and post-testing) is collected and provided to the Productive Parents Programs Coordinator

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, must be fluent in Spanish (written and verbal), must demonstrate excellent people and communications skills, sensibility to people's needs, good understanding of immigrants' issues; must have teaching skills and experience, must be able to attend trainings and meetings, work in different classroom settings (school, library, office, etc.), teach a multi-level classroom, must be a team player, self-starter, and have strong computer skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

APPLICATION INFORMATION:

<http://www.manoamanofamilyresourcecenter.org/pdfs/Mano-a-Mano-Volunteer-Application.pdf>

To apply please complete the above volunteer application and send it to:

Montserrat Huerta
Productive Parents Programs Coordinator
mhuerta@mamfrc.org

Mano a Mano Family Resource Center is an EEO employer who provides employment opportunities either salaried or volunteered regardless of sex, race, religion, national origin, age or disability.

Mano a Mano, Family Resource Center has an affirmative policy to maintain the work place free of sexual harassment and intimidation.