

Volunteer Role Description - IT Coordinator

Community Leeds After School Study Support (CLASSSS)

Role Title: IT Coordinator

Supported by: Volunteer Coordinator

Main purposes of role

- Ensure that the pupils and volunteers have easy access to working IT resources including printers, laptops and tablets.
- Communicate with volunteers and actively improve the quality and effectiveness of our IT resources

Key tasks

- Maintain our two printers, ensuring there is always enough ink and paper. Using our charity amazon account to purchase ink if required.
- Ensure our laptops and tablets are in full working order, charged and ready to be used by volunteers when required.
- Modernise our resources, organise the removal of our older machines and make recommendations for purchasing new laptops.
- Communicate with volunteers across the charity to identify their needs and facilitate where possible

How this role helps our charity

- Currently the system for using computers and printers is clunky and inefficient - it's difficult for volunteers to simply and easily get hold of a laptop or print from a laptop without difficulty.
- We have technology that we aren't using because we need someone reliable to support us.
- The pupils enjoy using computers and tablets and these could add variety to our classes.
- Printers and ink are crucial for worksheets and additional resources which are used in every class.

Skills we're looking for

- Excellent communication skills, able to confidently discuss with a wide range of volunteers about their IT requirements
- Experienced in looking after laptops, printers and tablets; both software and hardware
- Conscientious and able to work independently to get our IT resources organised without too much direction from Coordinator

Time commitment

- Initially this role would be required weekly whilst setting up some new processes and doing the initial clear out.
- When the role is established, it may not be required every week and will be more flexible depending on the needs of the classes.