



LOUDOUN WORKFORCE RESOURCE CENTER
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Loudoun Workforce Resource Center

Volunteer Position Description

Title:	Mouse & Keyboard Class Assistant
Purpose/Objective:	Seeking a qualified individual to support the facilitator during a basic computer skills course to a group of novice computer participants.
Location:	Loudoun Workforce Resource Center Training Lab
Key Responsibilities:	<ul style="list-style-type: none">• Assist participants with following the facilitator's instructions• Assist participants with keyboard & mouse exercises
Impact Goal:	Assist participants in basic computer skill development to increase employability
Qualifications:	<ul style="list-style-type: none">• Must be at least 18• Patience & a sense of humor a plus
Time Commitment:	Two hours per class over a three-month period; minimum of once per month
Training/Support Provided:	<ul style="list-style-type: none">• Opportunity to observe prior to assisting your first class
Benefits:	<ul style="list-style-type: none">• A meaningful and positive impact by assisting friends & community
Supervisor:	Karen McClelland – Training Coordinator
Phone:	(703) 771-5934
E-mail:	karen.mcclelland@loudoun.gov
Program website:	www.loudoun.gov/wrc

Use the link below to apply for this position:
[Mouse & Keyboard Class Assistant Application](#)