

# VOLUNTEER OPPORTUNITY

The Salvation Army  
Community Services (Calgary)

POSITION:

## PROGRAM ASSISTANT – INTERNET CAFÉ ASSISTANT

LOCATION:

Barbara Mitchell Family Resource Centre  
1731 – 29<sup>th</sup> Street SW  
Calgary, AB



### POSITION DESCRIPTION & RESPONSIBILITIES:

- To provide computer access (login password and instructions), monitor computer use, and assist clients with basic computer questions and tasks (basic computer skill support).
- Support clients using the Internet Café for job search, housing search or personal use.
- Data entry using Access and Excel.

### REQUIRED SKILLS or INTERESTS:

- Intermediate to advanced proficiency in computers specifically; Windows, Internet Explorer and MS Office.
- Strong verbal and written communication skills in English.
- Willingness to work with clients with limited English skills.
- Ability to work with and keep confidential information
- Team oriented
- Strong organizational skills.

### OTHER REQUIREMENTS:

- Volunteer Orientation with the Salvation Army.
- Abuse Prevention orientation & training.
- Complete all necessary screening for working with clients, provided by Volunteer Services
- On-site orientation and training will be provided by the Adult Education Facilitator.

### IF YOU ARE INTERESTED IN THIS VOLUNTEER POSITION PLEASE CONTACT:

Kim Lacoursiere  
Adult Education Facilitator  
[kim.lacoursiere@salvationarmycalgary.org](mailto:kim.lacoursiere@salvationarmycalgary.org)  
Or Phone 403-930-2704

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.