



Job title	<i>Digital Literacy for Seniors - Tutor</i>
Job type	<i>Volunteer Work Experience</i>
Reports to	<i>Mentor/President</i>

Job purpose

To provide tutoring on Digital Literacy for migrant senior citizens from the Indian Sub-continent community.

Duties and responsibilities

- Recruit and schedule digital literacy classes
- Tutor seniors in person about digital literacy
- Record attendance, report progress and course completion to relevant case managers
- Maintain office assets and stock take
- Liaise with ISC peers and assist as required
- Maintain a clean, organized and good office upkeep
- Adhere to ISC Core Values
- Secure and maintain client confidentiality

Requirements

- Knowledge, skill or experience in computers and tutoring
- Knowledge, skill or experience in customer service
- Good language skills in Hindi. Other languages in addition is also preferred.
- Strong verbal and communication skills
- Ability to work with a team or independently if required
- Ability to multitask and perform consistently

Performance Goals

- Complete course tutoring tasks on time.
- Ensure the center is maintained well and kept clean and presentable at all times.
- Conduct professionally with peers and clients at all times

Working conditions

Part-time

Approved by:	
Date Approved:	
Date Reviewed:	