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360.426.9733

## **SOUND LEARNING VOLUNTEER POSITION**

### **INFORMATION TECHNOLOGY VOLUNTEER**

**ORGANIZATION:** Sound Learning is a dynamic community-based educational organization offering innovative and high quality basic skills (reading, writing, math, GED prep, High School Diploma program for adults & computer literacy skills) and ESOL (English for Speakers of Other Languages) programs to adult learners 16 years old and above in Mason and Thurston Counties. We work with trained community volunteers to provide 1:1, small group, and classroom-based instruction. We are committed to learner-centered education that addresses the realities of participants' lives and is based on a collaborative model.

**OVERVIEW:** The technology volunteer will assist Sound Learning's Executive Director and volunteer IT Manager with maintaining the organization's technology equipment. This will include; updating student and staff laptops and desktops, troubleshooting, minor repairs as needed, addressing and resolving matters concerning IT desktop systems and laptops. Troubleshooting network connectivity, servers, and PC hardware/software to determine cause of failure. Providing technical advice to network users on software configuration and repair.

**DESIRED QUALIFICATIONS:** Ability to donate time to the organization to help maintain equipment. Must be familiar with computer hardware, software, and peripherals, and be able to perform minor troubleshooting routines. A sufficient understanding of servers and windows 10 is needed.

**COMMITMENT:** Volunteers are asked to commit to helping for 2 – 3 hours per week and occasionally more hours as needed for special projects at the Sound Learning office located in downtown Shelton.

For more information or an application, please stop by our office, email [director@soundlearning.co](mailto:director@soundlearning.co) or call 360-426-9733.

Thank you for your interest in volunteering with Sound Learning.

Sound Learning Board of Directors

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