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JOB DESCRIPTION OF VOLUNTEER INSTRUCTOR or INTERNSHIP – BASIC COMPUTER SKILLS

Organization Overview: The Calestous Juma Legacy Foundation (CJLF) is a US based nonprofit, founded in 2019, to promote and apply science, technology, and innovation (STI) to inspire sustainable development in Africa.

The Calestous Juma Innovation and Resource Hub (CJ Hub) was launched in 2022 by CJLF. It is located in Port Victoria, Bunyala sub county, Kenya. The CJ Hub is a community development center currently offering basic computer skills training to local youth and community members.

Role Summary of Volunteer Instructor:

We are seeking a dedicated and passionate individual to serve as a Computer Skills Instructor at the CJ Hub. The volunteer will be responsible for teaching basic computer skills, with a specific focus on Microsoft Office package applications, to local community members for a 12-week course. This position could be an internship undertaken for course credit if allowed by school regulations.

The ideal candidate should have a strong background in computer literacy, preferably with teaching experience in a similar context. Additionally, candidates who are from Kenya or have studied in Kenya will be given preference as they are likely to have better cultural understanding and contextual awareness.

Responsibilities:

- Conduct computer literacy classes and workshops for community members, with a primary focus on teaching Microsoft Office applications (Word, Excel, PowerPoint, Access, Publisher, Edge, and Outlook, Internet, and basic computer navigation).
- Review lesson plans and training materials to be tailored to the specific needs and skill levels of the learners.
- Utilize innovative and interactive project-based teaching methods to engage participants and facilitate effective learning.
- Offer one-on-one assistance and support to individuals who may require extra attention or have difficulty grasping the concepts.
- Organize and manage the computer lab and ensure that all necessary equipment and software are functional and up-to-date.
- Assess the progress of learners regularly and provide constructive feedback to encourage their development.
- Maintain and update the records of all students and related ICT hub documentation
- Promote the practical application of computer skills in various areas, such as education, entrepreneurship, and community development.
- Participate in meetings and discussions with other volunteers and local staff to share experiences, best practices, and insights.
- Respect and appreciate the cultural diversity and customs of the local community, adapting teaching methods accordingly.

Requirements:

- Have at least Form 4 Education level and have undergone computer literacy training. Volunteers who are driven by passion and or have a diploma or Degree in ICT will be have an added advantage
- A strong background in computer literacy and proficiency in Microsoft Office package applications and basic computer skills.
- Preferably, the candidate is from Kenya or has previous experience studying or working in Kenya, displaying a deep understanding of the local culture and customs.
- Prior experience in teaching, training, or facilitating workshops is highly desirable.
- Patience, adaptability, and a passion for empowering individuals through education and technology.
- Excellent communication and interpersonal skills to effectively engage with learners of diverse backgrounds and ages.
- Fluency in English and proficiency in Swahili or the local language is a plus.
- A self-motivated and responsible individual capable of working independently and as part of a team.
- Flexibility to adjust to the challenges of living and working in a rural community with limited resources.
- Ability to handle basic computer hardware and software troubleshooting.
- Valid travel documents and necessary vaccinations for the trip to Kenya (if applicable).

Note: This is a 12-13 week volunteer position, and the selected candidate will be responsible for their own travel expenses, however the organization will cover costs for housing and meals, as well as administrative support and guidance throughout the volunteering period.

The volunteer may also be given additional training on Cyber Security, use of digital library, Scratch coding, and Python programming. The volunteer will receive a recommendation letter and Certificate of Service from CJLF Management as part of appreciation.

If you are enthusiastic about making a positive impact through education and possess the required qualifications, we encourage you to apply for this rewarding volunteer opportunity in rural Kenya. Help us bridge the digital divide and empower local communities with essential computer skills for a brighter future!

Application materials:

Cover letter
CV

Send via email to:

Angela@CalestousJuma.org

Alison Field-Juma, President
John Ouma-Mugabe, Vice President
Jacqueline Mwangi, Secretary
Kenneth Kobe, Treasurer

Kate Bauer, Director
Wesley Harris, Director
Tom Migun Ogada, Director
Angela Christiana, Executive Director

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