

VOLUNTEER JOB DESCRIPTION

Title / Position: IT volunteer
Supervisor: IT professional
Worksite (e.g., office, field, home): Anh Minh School
155 Xo Viet Nghe Tinh, Binh Thanh district
Start Date (if any):
Number of Volunteers Required: 1

ABOUT YOUR ORGANIZATION

Name of organization: Anh Minh Kindergar (ANH MINH school for deafness students)
Legal status: Established 2003 by Binh Thanh People's Committee.
Target Beneficiaries: 150 disabilities students
Mission: Raise knowledge and awareness for the deaf students
Main Activities Education on illiteracy, speaking and vocational training for students.

POSITION DESCRIPTION *(please describe the Volunteer's works/assignment at your organization)*

Goal of this Volunteer position:

To get more realistic and achivable education and learning for the disabilities students and teachers

Brief description of work to be performed:

- Guide teachers on designing electronic curriculum for students
- Guide teachers how to teach students drawing in computer

Sample list of Volunteer activities:

1. Instruct teachers on the computer use and the use of computer
2. Instruct teachers on how to teach students drawing
3. Support the school for making website and brochure.
- 4.

TIMEFRAME

Length of commitment: 7 months
Estimated total hours: 12 hours/month
Preferred schedule: Tuesday from 14h00 – 17h00

QUALIFICATIONS SOUGHT *(Please include both skills and attributes required to perform the work and any attributes that may disqualify an applicant.)*

1. Using professionally computer and internet. Can be fix the computer when having something wrong.
2. Anthusiasm in working.
3. Patient in teaching, funny and work-hard
4. Be ontime

BENEFITS TO THE VOLUNTEER *(Please indicate if there are any Volunteer benefits, such as a stipend for transportation costs, volunteer recognition day, coffee/tea, etc.)*

1. Be respectful and cherish like a members of our school.
2. Be participated in picnic with students in and out of school.
3. Be supported the petrol for transportation.