Volunteer Position Description: IT Assistance

Organization	Red Lodge Area Community Foundation
Contact Info (Name of supervisor, Phone, Email, Org website)	Chelsea Ditmore Cell: 503-505-4425 Work: 406-446-2820 Email: chelsea@rlacf.org
Title Position	Job Board
Brief Description (What are the primary duties and necessary skills? Remember to keep it upbeat, fun, and short!)	• Assist with trouble shooting technical errors and computer error • Create an assessment of future needs and priorities • Assist with purchasing of equipment • Develop training procedures • Perform updates and software downloads as necessary • Help with setting up new work stations
Time, Place, Duration (Fixed or flexible schedule, remote or physical, long-term or single event, etc.)	This is a long-term volunteer position with a flexible schedule. Average 6-12 hours a week when available.
Qualifications/Interests (Required or preferred. Is this a youth or adult position?)	Requires a working knowledge of computer software and programs including: Adobe, Microsoft Office, security software, and cloud storage. Must be detail oriented and a self-motivator.
Orientation and Training (How will you make sure your volunteer is prepared for the task?)	You will receive a full tour of the building and detailing about the current technology in the building. You will receive a detailed description of our current operating programs. You will be briefed by the current "IT Person."
Organization Description (Briefly state what you do in the community.)	The Red Lodge Area Community Foundation connects people to build community. The Foundation has an open door policy to all members of the community to get people involved with programs such as: Resilient Community, Youth, Robust Arts and Culture, and Nonprofits.
Why is this position important to the organization?	Your efforts are crucial in allowing the Foundation to operate at a high capacity and maintain services for our members. Your service will fulfill a much needed gap at the Foundation and alleviate others in the office to focus on their projects at hand. Having the technological experience will save time, efforts, and frustration for current staff members and volunteers.

Misc. (Anything else you want to say.)	There may be emergency situations where you are called with a request for assistance.