COMPUTER CLUB OF ROSSMOOR **POB 2070, Walnut Creek, CA 94595** **caccor@comcast.net** **Phone (925) 947-4527**	*Drop-off the completed form at our Gateway Office or send via mail or email.*
www.caccor.com		

VOLUNTEER APPLICATION

The goal of the Computer Club of Rossmoor is to assist Rossmoor residents in their use and understanding of information technology. We strive to achieve this goal by providing many different programs and services; therefore, we need Volunteers with various skills and backgrounds.

Depending on the Volunteer's area of interest, some level of proficiency may be required with Windows and Mac computers, internet, email, MS Office products, mobile devices, etc. Good communication and people skills are also very important. A Volunteer can provide support in a variety of ways. Please check the categories of interest even though you might not have all skills listed. Training is provided for all Volunteers

_____Gateway Computer Center Assistance (Generalist) – Make document copies, send faxes, provide general assistance to guests using computers, help guests register for classes, House Calls, and membership, and provide general information about the Club.

_____Drop-In Technical Support. Provide technical support at the Center to guests for their laptop PCs and Macs, and mobile devices.

_____House Call Technical Support. Provide technical support for members in their Rossmoor residence for PC and Mac desktops, printers, network connection.

_____Teaching. Conduct classes, seminars, and informational presentations about computer usage or general technology topics.

_____Club Events: Planning events, participating in "day of" event hosting.

_____Publicity. Generate newsletters, create posters, write articles for Rossmoor News.

_____Administration. Assist with data management, financial records, office management.

I am interested in Volunteering:_____On a set-shift basis_____Occasionally___Not sure, let's talk!

Name:_____Email: _____

Preferred Phone Number:_____Date:_____

Center Volunteer: Inform applicant that they will be contacted for an interview. Notify Paul Wilson of this app by email to phwilson@msn.com. Place this form in the bottom-right drawer of the Reception Desk.

Received by: _____ Date: _____ rev: 10/20/22