



www.caccor.com

**COMPUTER CLUB OF ROSSMOOR**  
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Phone (925) 947- 4527

*Drop off the completed form at our Gateway office, or submit via mail or email.*

## **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, and therefore need Volunteers with many different skills, interests, and backgrounds.

Depending on the Volunteer's area of interest, some level of proficiency may be required with Windows or Mac computers, internet, email, MS Office/Mac software, mobile devices, etc. Good communication and people skills are very important. Club membership is required to be a Volunteer.

A Volunteer can provide support in a variety of ways. Please check the areas in which you may be interested (for each category you may check the box even if you do not have all of the skills listed).

- General Assistance / Gateway Computer Center: greeting guests, fielding questions and providing information; assisting with class registrations and memberships; helping guests with making copies and using the Club's "public access" computers.
- Technical Assistance: Providing technical support with PCs, Macs, tablets and/or smartphones, either at the Gateway office or in the member's home (within Rossmoor only).
- Teaching: Conducting classes, seminars, or informal presentations about PC / Mac applications, device usage, or other technology topics.
- Club Events: Planning events, participating in "day of" event hosting.
- Publicity: Generating newsletters, creating posters, writing articles for Rossmoor News.
- Administrative: Assisting with data management, financial records, office management.

I am interested in volunteering:

- On a regular basis and/or on a set "shift"    On an occasional basis    Not sure, let's talk!

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Cell: \_\_\_\_\_ Landline: \_\_\_\_\_ Date: \_\_\_\_\_

### ***For Computer Club use only:***

Center Volunteer -- Notify applicant that they will be contacted for interview. Scan and send via email to Rhona Lishinsky today. Place this form in the bottom-right drawer of reception desk.

Received by: \_\_\_\_\_ Date: \_\_\_\_\_