



Volunteer Posting

[Watch the ASL version here.](#)

Title: Volunteer Digitization Trainer (4-5 positions)
Location: Vancouver, BC (Quebec Street Office)
Position Status: Part-time, 4-12 hours per week
Reports to: Project Coordinator, Digitization Program for Seniors

ABOUT THE OPPORTUNITY

Position Summary:

The Volunteer Digitalization Trainer assists the Project Coordinator with teaching and guiding seniors aged 55+, who are Deaf, Hard of Hearing or DeafBlind, with their iPad needs. Trainers work with the Project Coordinator to develop new lessons and activities for seniors, engaging and empowering them in their technology skills.

This is an unpaid volunteer position. If you attend at least 4 hours a week for the duration of the program, we will provide a Certificate of Participation and references.

Essential Duties and Responsibilities

Teaching and Leadership:

- Explain basic and advanced iPad concepts to seniors at workshops assigned by the Project Coordinator
- Assist seniors in groups or one-on-one appointments with their technological questions
- Lead the workshops by presenting new lessons to seniors from time to time

Program Administration:

- Check attendance with seniors and follow up with them as necessary
- Participate in weekly trainer orientation and follow-up meetings
- Assist the Project Coordinator in creating lesson plans and activities
- Give feedback to the Project Coordinator for necessary project changes
- Assist with paperwork for the program
- Support the Project Coordinator and perform other related duties as required

ABOUT YOU, THE CANDIDATE

Qualifications:

- High School Diploma and a minimum of 6 months' work/volunteer experience in community service and/or customer service, or equivalent combination of experience and education
- Satisfactory completion of a criminal reference check with vulnerable populations
- Wavefront Centre for Communication Accessibility is a bilingual environment, ASL/English, **fluency in American Sign Language (ASL) is preferred for this position; willingness to learn ASL will be considered favourably.**

Skills & Knowledge:

- Intermediate iPad skills and related terminology.
- Good leadership and presentation skills with groups (10-15 seniors)
- PowerPoint and Microsoft Word skills to assist with creating teacher and student materials
- Knowledge of the Deaf, DeafBlind and Hard of Hearing community
- Experience with video chat communication methods (FaceTime, Google Duo, Glide and VRS)
- Knowledge of other technology devices (iPhones, Android phones, PC, and Mac laptops) is an asset
- Strong written and interpersonal communication skills
- Able to work in a culturally and socio-economic diverse environment

- Able to communicate effectively and professionally with a range of people including Deaf, DeafBlind and Hard of Hearing seniors
- Effective interpersonal skills, including being patient and understanding of seniors' learning abilities
- Able to work as part of a team and independently with minimum supervision
- Takes a collaborative approach working with Project Coordinator and other members of the department

ABOUT WAVEFRONT CENTRE FOR COMMUNICATION ACCESSIBILITY

Established in 1956, Wavefront Centre for Communication Accessibility is a BC based, charitable not-for-profit organization operating as a social enterprise. Wavefront Centre delivers innovative services in Audiology and Communication Devices, Counselling, Seniors Outreach, and Accessible Communication Services that assist people who are Deaf, DeafBlind and Hard of Hearing achieve full communication accessibility.

Hours of work:

This role offers 4-12 hours of volunteer work per week; including Tuesdays and Thursdays from 1:30pm to 3:30pm. Flexibility, is preferred.

Workplace safety:

In order to do all we can to ensure the safety of our staff and clients, Wavefront Centre for Communication Accessibility requires that everyone working within our organization be fully vaccinated (COVID-19) unless they have an exemption for accommodation pursuant to the BC Human Rights Code. Proof of vaccination status will be required.

Commitment to Equity, Diversity & Inclusion:

Wavefront Centre is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Wavefront Centre for Communication Accessibility will provide accommodation, accessible formats and communication supports for interviews upon request.

CLOSING DETAILS

Email cover letter and resume to: careers@wavefrontcentre.ca

- Please email your cover letter and resume as a PDF, as one document, along with a list of references and include the job title in the subject field.
- Please note, only short-listed candidates will be contacted for this role.

Application Deadline: Ongoing, until positions are filled. Program expected to start in the Summer of 2022.