



# Sun City Grand Computers Club

## VOLUNTEER TO BE A CLASSROOM ASSISTANT

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### 1. BENEFITS OF BEING AN ASSISTANT

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The club needs you, and we value your service.

- A. You will help make our Grand Computers Club a welcoming friendly place, filled with competent, knowledgeable people willing to help newcomers.
- B. You will find it personally rewarding to help others.
- C. You will gain new skills and learn many “insiders” tips and tricks.
- D. Assistants receive two credits for each class they assist in. To qualify for a free dinner, 15 credits are needed. Track your credits on the GCC website.
- E. The instructors really appreciate everything the assistants do for them.
- F. You will gain many necessary skills if you decide to become an instructor.

### 2. SKILLS NEEDED

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- ✓ Basic computer skills.
- ✓ Some knowledge of the subject being taught.
- ✓ Ability to perform the following tasks:
  - A. Switch classroom computers to Windows or Mac operating system. (OS)
  - B. Insert a flash drive and safely eject it.
  - C. Use card reader to sign students in if no monitor is present.
  - D. Help students connect laptops to Ethernet or wi-fi/and power.
  - E. Use GCC website to access:
    - F. Class assistant menu
    - G. View scheduled classes
    - H. View hours
    - I. Find class handout
    - J. Locate class evaluation
    - K. See if next class to use computers is Windows or Mac
    - L. Perform light housekeeping duties
    - M. Load printer paper and print class handouts
    - N. Create student name tags
    - O. Help students when needed, to connect to *Listen Everywhere Hearing Assistant*



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## 3. ONLINE SKILLS NEEDED

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- ✓ Familiar with the free Zoom.us Application
- ✓ Familiar with the functions as a co-host
  - Mute/Unmute
  - Start video
  - Participants list
  - Chat room
  - Reaction button
  - Admit students to the class
  - Make sure their full name is on the participants list
  - Be able to change the name if the student needs help

## 4. INTERESTED TO BE A CLASSROOM ASSISTANT

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- Must be a member of the Grand Computers Club
- Each session is two hours
- There is no registration fee for attending the class as a classroom assistant
- You may volunteer to be only a classroom assistant
- You may volunteer to be only a classroom assistant/co-host for online classes
- You may volunteer to be both in the classroom and online
- Each volunteer will be trained. You do not need to be familiar with all the skills needed
- Volunteers select the classes they will be comfortable to be a classroom assistant
- Before being assigned to a class, each classroom assistant will be in contact with the instructor to make sure you will be comfortable as a volunteer for the class

Email the education director to schedule a training session or have questions.

Email: [education@grandcomputers.org](mailto:education@grandcomputers.org)

**Please include the following in your email**

- A. Contact information: Your email and telephone number
- B. Operating system you use: Mac or PC or both

Marie Frasca  
Education Director  
Grand Computers Club  
[education@grandcomputers.org](mailto:education@grandcomputers.org)