Volunteer Role Description

Position: IT Support Volunteer

Purpose: To provide IT assistance to the Burlington Community Foundation (BCF).

Key Responsibilities

- Assisting in assessing current office IT infrastructure
- Providing recommendations for solutions in IT processes where applicable
- Assisting in resolving IT issues as they arise

Qualifications, Skills and Competencies

- Strong competencies in computer hardware, software and networking systems

Training

- Orientation to BCF

Time Commitment

- Ideally 2 hours every week for the initial assessment period, then intermittently as problems arise
- Available between the hours of 9:00 am and 5:00 pm, Monday through Friday. (ex. 3:00-5:00 pm, 9:00 am – 12:00 pm, etc).

Benefits

- Gain valuable experience
- Opportunity to help the BCF improve on information systems and processes, and to allow staff to work more efficiently
- Help BCF fulfil its mission