

Job Title: SDM Foundation Associate
Reports to: Executive Director

The SDM Foundation focuses on helping people use their computers/tablets/phones. Our tutoring emphasis is on letting our clients work at their own pace, in as many visits as they request, to help them do whatever it is that they want to do on a computer/tablet/phone. Associates at the SDM Foundation direct lessons and one on one tutoring sessions with our clients.

Our clients come from various backgrounds and skill levels. We help people with a range of issues, from setting up their first smartphone, creating an email account, to brushing up on skills before returning to the job market. We fix email problems, guide people in cloud usage, and teach how to use general office programs. Our clients are all ages, abilities and backgrounds, and we meet each one at their starting point and keep their personal goals in mind.

Qualifications:

We are looking for someone who is patient and personable, and who has a fairly deep knowledge of various computers/tablets/phones and the applications on them. This person must be able to help people individually, and in small groups, to learn about different uses of computers. Patience is one of the most important qualities this person will need to have. A friendly and approachable manner is required, and the successful candidate's communication skills must be excellent. Familiarity with a variety of operating systems and applications, and the ability to problem solve quickly are very important. Knowledge of a second language would be a plus.

Duties and Responsibilities:

Teaching/Tutoring
Managing schedules
Maintaining security
Outreach in the community
Using and caring for Foundation equipment
Client support

Potential Growth opportunities include: Additional hours, Creating videos of the lessons, Creating new lessons, Managing aspects of the web site, Additional outreach including lessons in other locations, and working with other organizations in creating lessons

Terms of Employment:

SDM Foundation is open Monday through Friday from 9:00 a.m. to 4:00 p.m. and Saturdays from 9:00 a.m. to 12:00 p.m. This position, for up to 20 hours per week, is from 1:00 p.m. to 4:00 p.m. during the week (days to be determined), possibly all day Friday, and 9:00 a.m. to 12:00 p.m. on Saturdays is required.

Salary: TBD starting at \$20.00/hour

Qualified applicants may apply by sending completed application and resume to

Kristin Thorp, Executive Director
SDM Foundation
465 Main St.
Melrose, MA 02176.
kbthorp@sdmfoundation.net

SDM Foundation

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name: _____
Last First Middle

Address: _____
Street (Apt) City/State Zip

Alternate Address: _____
Street City/State Zip

Contact Information: _____
Home Telephone Mobile Telephone Email

POSITION SOUGHT: _____ Available Start Date: _____

Desired Pay Range: _____ Are you currently employed? _____
Hourly or Salary

EDUCATION	Name and Location	Graduate?	Degree?	Major / Subjects of Study
High School	_____	_____	_____	_____
College or University	_____	_____	_____	_____
Other Training	_____	_____	_____	_____
Other Education	_____	_____	_____	_____

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

PREVIOUS EXPERIENCE - Please list beginning with most recent

Dates Employed	Company Name/Location	Role/Title
_____	_____	_____
Job notes, tasks performed and reason for leaving: _____		
_____	_____	_____
Job notes, tasks performed and reason for leaving: _____		
_____	_____	_____
Job notes, tasks performed and reason for leaving: _____		
_____	_____	_____
Job notes, tasks performed and reason for leaving: _____		

To apply, send completed application and resume to kbthorp@sdmfoundation.net or mail to SDM Foundation Attn: Kristin Thorp 465 Main St. Melrose MA 02176