



**Canadian Mental
Health Association**
Kelowna
Mental health for all

JOB DESCRIPTION

Name of position: Computer Teacher
Department: Wellness Development Centre
Type of position: Volunteer

MISSION:

The Canadian Mental Health Association exists to promote the mental health of all and support the resilience and recovery of people experiencing mental illness through education, advocacy, research and service.

PURPOSE:

Meet individually with participants to teach computer skills in the WDC

GENERAL RESPONSIBILITIES:

- Strive to promote and model a wellness-oriented environment within the Centre
- Create a welcoming and inclusive atmosphere for participants
- Teach computer skills to participants, including setting up e-mails, navigating social media and building resumes
- Redirect general or inappropriate conversation to computer-oriented discussions
- Notify staff of any safety concerns that might arise
- Maintain confidentiality at all times

ACCOUNTABILITY:

- Reports to the Wellness Development Centre Team Lead
- During the first 3 months, there will be a meeting with the supervisor to evaluate, debrief and provide support
- Annual Reviews

SUCCESS FACTORS:

- Being prompt
- Maintain healthy boundaries with participants
- Have a positive attitude and demeanor
- Lead a healthy lifestyle



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- Have a neat and clean appearance

OTHER SKILLS & ABILITIES:

- Excellent communication skills with proven ability to communicate effectively with the general public, people experiencing mental illness and their family members, funders, volunteers, staff and other community partners
- Ability to work effectively as part of a team
- Ability to understand information and ideas presented by staff
- Ability to patiently teach computer skills at all levels

TIME COMMITMENT:

- Minimum 6 month commitment
- Frequency to be negotiated

CMHA WILL PROVIDE:

- An orientation to CMHA
- A great team environment
- Ongoing feedback & support
- Reference check for long- term, reliable volunteers