ATTAIN Lab Assistant

Henry Street Settlement Mission & Overview:
Founded in 1893 by social work and public health pioneer Lillian Wald and based in Manhattan's Lower East Side, Henry Street Settlement delivers a wide range of social service, arts and health care programs to more than 50,000 New Yorkers each year. Distinguished by a profound connection to its neighbors, a willingness to address new problems with swift and innovative solutions, and a strong record of accomplishment, Henry Street challenges the effects of urban poverty by helping families achieve better lives for themselves and their children.

Volunteering Opportunities:
Henry Street provides services to help individuals (including youth and non-English speakers) find jobs. The ATTAIN (Advanced Technology Training and Information Networking) laboratory features state-of-the-art computers and offers free computer training and free internet access to members of the community in a comfortable environment. HSS is looking for a committed volunteer who has experience using Microsoft programs to help provide customer service and tutor clients of the lab.

Qualifications/Requirements:

- Experience using Word, Excel, and PowerPoint (preferably in the 2013 version, but knowledge of the 2010 version is fine as well)
- Customer service skills
- Professional attitude and demeanor
- Computer literate
- Typing speed of at least 30 wpm
- Motivated to be actively engaged and shows initiative
- Attention to detail and organized

Responsibilities:

- Provide customer service to clients of the computer lab
- Tutor clients that need help with courseware or computer skills
- Create, copy, shred, and file documents/forms
- Data entry
- Enforce the rules of the lab
- Keep a clean, neat, and orderly environment in the lab

To Apply:

- Please contact John Toribio-Perez at jtperez@henrystreet.org to learn more about event dates and times.