



Position Description

- Position:** IT Support Volunteer
- Reports to:** This position reports to the Centre Manager.
- Hours:** Allocated by a roster during selected reception open hours
Current Reception days and hours are:
Mondays: 10.00am – 3.00pm
Wednesday: 10.00am - 5.00pm
Thursday: 10.00am – 5.00pm
- Description:** This position is responsible for managing the general upkeep and maintenance of all information, communication technology.
- Prerequisites:** Working with Children's Check and workplace safety awareness.

Main Duties:

- Liaise with IT professionals
- Provide support with IT issues
- General cleaning and maintenance of PC's
- Supporting Reception staff to complete IT requests

Skill development opportunities:

Communication, coordination, time management and general IT problem solving.

Potential Employment Pathway:

IT traineeship and work readiness development.