**Volunteer Role Description**

**Tablet Trainer**

**Purpose of role**

We are looking for a group of tech savvy volunteers who have great presentation skills, who are willing to assist clients with using technology such as tablets, phones and laptops

We want to encourage more use of our services and more participation in activities at Age UK Merton by providing an excellent service and a warm welcome. Our volunteers are invaluable in this! This role description sets out the main areas of responsibility.

**Main Duties:**

* Run tablet training sessions for clients
* Assist clients with using technology such as tablets, phones and laptops
* Charge tablets and record details from the sessions

**Person Specification:**

* I.T. literate
* Ability to develop I.T knowledge further through training
* Good verbal communication
* Presentation skills
* Responsible and caring approach to the work
* Punctual and reliable
* Ability to follow Age UK Merton policies and procedures