



LAPTOP DISTRIBUTION ASSISTANT VOLUNTEER (WV)

External Affairs

Scope of Work: Provide support during laptop distributions and maintain accurate records of distributed laptops.

As a laptop distribution volunteer, you will help prepare laptops for case managers and partner agencies, keep track of inventory, input completed signature forms into Excel, scan completed forms into SharePoint, etc.

The laptops that we are distributing will be given to clients who are beginning to take English Language Learner courses, clients beginning their own businesses, etc.

Time Commitment: We request volunteer support twice per month, over the course of three months to support during distributions. Distributions typically are 2 to 2.5 hours.

Requirements:

- Intermediate Excel skills
- Attention to detail
- Ability to stand for long periods of time and lift 15-20 pounds