Share Technology Program Adult Sponsor Role

Background
The non-profit Share Technology Program refurbishes donated computer equipment for distribution to Share clients. A volunteer team of mainly local high school students with IT experience perform the work in space provided by the McLean Baptist Church. The program has delivered over 500 laptops and 100 printers to clients over the last ten years.

Adult Sponsor Description
The Adult Sponsor provides guidance and mentorship to the IT team. As a positive role model, this individual uses his/her experience and knowledge to provide advice, support and encouragement, as needed. Ensures communication with Share is maintained. Helps secure used laptop supply.

Adult Sponsor Responsibilities
- Oversees consistency in laptop/printer delivery, program procedures and documentation
- Monitors program spending and reimbursement for required parts
- Seeks out and secures sources for laptop and printer donations
- Ensures adequate number of qualified IT volunteers are working on program
- Conducts weekly, in-person or online meetings with the IT team
- Communicates IT program status to Share Office Manager on regular basis
- Attends monthly, online Share Board meetings

Preferred Qualifications
- Computer literacy to include a basic, non-technical knowledge about computers and how to use them; familiarity and experience with computers, software and computer systems
- Desire to provide leadership and to be a positive role model to young people
- Willingness to research and network to secure donations of laptops and printers
- Ability to communicate effectively
- Commitment of at least one-year to position