



SPIN

STEM PATHS INNOVATION NETWORK
www.stempaths.org

Volunteer Position Description: IT Volunteer

Purpose: The IT Volunteer at STEM Paths Innovation Network will troubleshoot, repair, and update computers, robots, and other equipment at SPIN to support our youth programming.

Job Title: Information Technology Volunteer

Location: The IT Volunteer will work out of SPIN's main office at 3407 NE 2nd St, Renton, WA 98056 and at designated sites and events as identified by the Executive Director of Education.

Key Responsibilities:

The IT Volunteer:

- (1) Cleans, inspects, and updates computers after every class quarter finishes
- (2) Keeps inventory of tech equipment current and makes replacement suggestions
- (3) Troubleshoots staff IT issues and problem solves as possible
- (4) Researches, repairs or outsources other technology needs such as 3D printer, robotics or other repairs
- (5) Makes recommendations for new IT purchases as possible

Reports to:

Program Coordinator

Length of Appointment: The IT Volunteer will serve on weekends between school quarters and throughout the rest of the year during the work day.

Time Commitment: The IT Volunteer will provide up to 10 hours a month throughout the year.



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Qualifications: Knowledge of computer software and hardware, ability to troubleshoot IT issues, communication skills to triage with nonprofit staff, interest in education and technology development.

If the IT volunteer travels to school sites, a background check will be required.

Support Provided: A one hour orientation to SPIN will be scheduled at the convenience of the IT Volunteer. Two hours of training in SPIN's current IT use (both staff and student) will be required. In addition, attendance at quarterly volunteer meetings is required. The Program Coordinator is available on an ongoing basis to answer questions and provide other assistance as needed.

Additional Perks: Free parking onsite, fun colleagues, free coffee and snacks, and the ability to contribute to student learning!