

Instructors

You don't need to be a trained educator to teach a computer class, but you do need an interest in and understanding of your topic. It's fun sharing with members.

Education staff can help you with creating your presentation, handouts and other details.

Class Assistants

CAs are the patient, encouraging volunteers who assist instructors and students alike during computer classes, particularly at the Kindergarten and Elementary level.

You don't need to be an "expert" to be a CA. While a basic understanding of the topic being taught is useful, more important is the ability to listen, and to encourage.

Being a CA is also an excellent way to brush up on the details of a topic while assisting other club members.

Administrative

It takes dozens of volunteers behind the scenes to be able to offer computer classes to our membership. Volunteers are needed:

Monthly (Aug – Oct, Jan – May):

- To contact instructors to schedule classes
- To post class lists to both Web sites and on the Computer room bulleting board
- To post classes to the Computer room calendar
- To post classes to the Class registration database and run labels
- To organize the Class Sales Black Box prior to first class sales
- To sell classes 2nd Monday and prior to monthly meetings
- To schedule Class Assistants
- To deliver class payments to Treasurer.

Weekly (Sep – Nov, Jan – May):

- To check the Class Sales Box for new registrations
- To update the Class registration database with student, CA and Monitor information
- To e-mail class rosters to instructors the week prior to their class(es)
- To print class list and evaluation forms for the Computer room as necessary
- To contact all parties when a class is cancelled

**Computer Education
Needs YOU!**

Sun City Computer Club Education



Education Committee

Chairman:

Dan McGuire 6880

Scheduling:

Pat Beaty 7494

Class Assistants:

Honey Burt 3779

John Burrack 3576

Richard McCollum 9524

Rich de Asla 3071

Volunteer Opportunities:

Instructors
Class Assistants

Administrative:
Scheduling
Database
Class Sales