



Agency	Description & Details of Opportunity	Commitment
Interfaith Older Adult Programs	<p>Computer Lab Support – Interfaith's Mature Workers Resource Center needs a friendly person to answer computer questions for seniors trying to get back into the workforce. They may need help with printing documents, searching online and completing online applications. A smile and some assurance goes a long way.</p>	<p>Long term, flexible The Center is open Mon, Weds and Thurs 9 AM - 3 PM. Any help in those times is appreciated, but Thursday mornings would be the best.</p>
i.c.stars	<p>Career Development – Career/Resume Coach: to 2-3 exchanges over 4 months, working 1:1 with an intern to develop a polished resume. Career + Coffee Chat: this series pairs an individual intern with a volunteer for a 30 minute coffee meeting. Mock Interview Night: this event pairs volunteers with 2-3 interns over the course of the evening. Each mock interview is an average of 20 minutes followed by 5-10 minutes of verbal feedback. Interview guide is provided.</p>	<p>Short term Contact for dates and times.</p>
Meta House	<p>Data Entry Volunteer – Meta House's billing team is looking for a data entry volunteer to come in and help enter information into our patient portal system, Epitomax.</p>	<p>Long term, flexible 1-3 hours weekly, depending on need, between 7 AM - 4 PM</p>
Sixteenth Street Community Health Centers	<p>Technology Resource/PC Trainer– Volunteer will serve as a resource for WIC staff in troubleshooting technology/PC-related questions. Volunteer may develop training resources and/or presentations to address popular topics/problems, new tools, or common questions to be used 1 on 1 or in groups.</p>	<p>Long term, flexible: Shifts available Mon - Thurs 8 AM - 6:30 PM; opportunities to train groups Wed mornings 8 AM - 9:30 AM.</p>

**For more information or to volunteer for an opportunity:
Contact Sarah Marbes at: smarbes@unitedwaygmw.org or 414.263.8183**