**Computer Sharing Centre (Centre) Co-ordinator job description**

The XXXXXXXX is the contact point for residents (and staff) regarding day to day arrangements at XXXX XXXX.

The Computer Sharing Centre is a shared Internet facility provided for XXXXX *residents and staff*, the service being provided by Computer Sharing Centre Ltd comprising a Centre Manager/Instructor and *ONE/TWO* other Instructors working in the Centre THREE/FOUR mornings a week (Monday to XXXXX). A XXXX XXXX works as the Volunteer Supervisor.

The role of Centre Co-ordinator is carried out by a member of the XXXX XXXX staff as part of their work tasks, as a series of quick actions, with no major involvement with the Computer Sharing Centre staff. It is important that the Centre Co-ordinator is familiar with the services of the Computer Sharing Centre and is friendly and reliable.

The latest ‘Weekly Lessons Sheet’ and ‘Lesson Waiting List’ are handed to the Centre Co-ordinator by the Centre Manager at the weekly meeting, they are held in separate clip folders for easy access.

The Manager of the Computer Sharing Centre is responsible for the organisation of the weekly lessons and students in conjunction with the XXSENIOR MANAGERXX.

The Centre Co-ordinator role has four main elements;

1. **Promoting the Computer Sharing Centre** to new and existing *residents and staff* by giving them the XXXXX XXXXX Computer Sharing Centre leaflet. (This leaflet is designed to give essential information on the Computer Sharing Centre and may also be part of resident and staff induction packs).
2. **Booking Inductions and adding *residents* to the Lesson Waiting List.** If a *resident* would like to join the Computer Sharing Centre, they are asked to contact the Centre Co-ordinator at the XXX XXXXX to book an Induction session (on a *Tuesday at 10am*). Details are then noted on the ‘Weekly Lessons Sheet’ and emailed to the Centre Manager. Names and contact details are added when requested by *residents* to the hard copy of the ‘Lesson Waiting List’.
3. **Taking messages from *residents and staff* and passing these on via email to the Centre Manager**.(Details should be noted down on the ‘Weekly Lessons Sheet’ and ‘Lesson Waiting List’)
4. ***Newsletter* updates of forthcoming Computer Sharing Centre presentations and associated administration**. (Presentations take place bi-monthly and require the room to be booked, and the roll down screen, chairs and refreshments to be arranged).