

**Job Description:** Worth Shop Computer Volunteer

**Supervisor:** Clayton Patrick, Worth Shop Director

**Essential Skills:** Knowledge/experience with Excel or data entry, calm demeanor, ability to handle pressure, attention to detail and organization.

**Shift Schedule:** 8:30am - 2:00pm, one day per week

**Volunteer Support:**

The Worth Shop is where partners come to earn the things that they need daily. They do this by checking in at the Worth Shop. The Computer Assistant is responsible for starting and ending the time clock for each person (which is done using Excel) and giving assignments or tasks for partners to work on. The Computer Assistant is vitally important to the Worth Shop, as they make sure that each partner has appropriate work, clocks in and clocks out, and ensures the computer program is updated in a timely way.

**Purpose of Role:**

A Worth Shop Computer volunteer plays an integral role in our efforts to care for the homeless and poor in our community. We will provide training and staff are available to address concerns. The Worth Shop Computer volunteer work is an essential, relational role in the ministry's overall determination to make a long-term impact on those served. As partners or residents arrive, it is an opportunity to get to know them, encourage them and treat them with dignity. We want our volunteers to feel and know the impact their service has in fulfilling our vision to see the church boldly engaged with the homeless and poor, responsibly, relationally and compassionately.

**Worth Shop Computer Volunteer Testimony:**

*"Volunteering in the Worth Shop is truly a blessing and rewarding at so many levels. It is the opportunity for volunteers to teach residents and partners by working beside them. Our gentle interaction and guidance, with all those who partner with Watered Gardens to accomplish goals, is so Worthwhile!"*

**If you are interested in serving as a Worth Shop Computer Volunteer, contact:**

**Bri Newby, Church Engagement Director**

[bnewby@wateredgardens.org](mailto:bnewby@wateredgardens.org)

417-623-6030 ext.134

***"We exist to serve the church in its mission to help the homeless and poor"***