

Towards Employment

Tech Buddy Volunteer Overview

Tech Buddy volunteers will provide digital mentorship and tech support to participants as they complete our career readiness workshop. All volunteers will need to complete training (see below for more details). If you are a new TE volunteer, you will also be required to complete volunteer orientation. Below is a checklist of items that must be completed before you can start volunteering.

Tech Buddy Onboarding Training Steps:

1. Submit **Volunteer Interest Form** [here](#).
2. **Volunteer Orientation** is required for all *new* volunteers. [Click here to register](#).
3. **Complete and return Volunteer Information Forms**, which are located in the General Virtual Volunteer Information section in Virtual Volunteer Google Classroom. Once you have submitted your volunteer interest form and signed up for orientation, you will be provided instructions to get connected to the Virtual Volunteer Google Classroom.
4. **Complete Tech Buddy volunteer training** using the materials on the Virtual Volunteer Google Classroom in the Tech Buddy Section.

Please note: If you have already submitted an interest form and/or completed orientation, you can skip to step 3. If you need the Virtual Volunteer Google Classroom instructions, please reach out directly to Jenn Angelo at jangleo@towardsemployment.org.

How will I support participants as a Tech Buddy?

1. **Joining workshop Open Individual/Group Review Sessions:** Tech Buddy volunteers will join the Open Individual/Group Review Session during the workshop. This session allows participants to check in with TE workshop facilitators, review lessons from the day, finish assignments, ask additional questions etc. Tech Buddy volunteers will attend these sessions to provide additional tech support to participants as needed.
2. **Direct tech support through Google Voice:** Participants will be able to reach out to Tech Buddy volunteers via Google Voice outside of the Workshop Group Review session if needed. Volunteers will have the option to have their Google Voice number shared.
3. **Partnering with a participant:** TE workshop team may also identify a participant who would benefit from additional one on one tech assistance from a Tech Buddy.

If you have any questions, please reach out to
Jenn Angelo, TE Fund Development Associate at jangleo@towardsemployment.org.



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