

# **CRE&T Triage Trainer Volunteer Job Description v0.01**

**Organization:** Computer Recycling Education & Training.

**Job Title:** CRE&T Triage Trainer.

**Objectives:** This position is to train the triage personnel how to work in the Triage process. Triage trainers are expected to occasionally develop, adjust, and maintain training materials to be used as an aid in the training of Triage volunteers.

**Duties and Responsibilities:** Triage trainers will teach all levels of CRE&T Triage procedures. They will teach how to sort components, how to test components, and the basics of how to assemble a system. From time to time Triage trainers will be expected to develop, adjust, and maintain training materials to be used as an aid in the training of Triage volunteers. Triage Trainers must be able to train triage volunteers during non-business hours. Trainers will report flaws and difficulties within the Triage training process to the Triage manager. Triage trainer will determine whether the Triage volunteer trainees are ready to begin their work.

**Qualifications and Requirements:** Applicant should have a thorough understanding of the Build process. Applicant should have read, and understood all Disassembly, Triage, and Build documents. Teaching experience is a plus. The ability to write well and put together a slideshow as an aid to the Triage personnel would be very helpful. Triage Trainers will be expected to assemble appropriate teaching aids to ensure proper understanding.

**Lines of Communication:** The Triage Trainer works with the Triage Manager.

**Orientation and Training:** We ensure any volunteers are fully prepared, prior to beginning their teaching. Training periods will be provided outside of normal CRE&T business hours. This training will be under the guidance of the Triage manager. Expect frank and open discussions.

**Times Needed and Place of Work:** you will work at 115 Olympia Ave NE. in order to train Triage personnel. This training should occur mostly outside of normal business hours. Some time should be spent supervising trainees during business hours.

**Commitment Required:** A three month commitment is necessary. This includes two hours per week training volunteers and one hour per week monitoring volunteer performance during business hours. Additional time may be required to create and assemble teaching aids.

**Benefits:** An excellent opportunity to hone teaching and writing skills. All necessary computer equipment will be furnished at no cost to the volunteer. One never understands a system so well as when they explain that system to another. This is excellent teaching experience and we will provide feedback and references.

**Frustrations:** This is a major commitment for individuals to make, and may not be

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appropriate for some people. People have different styles of learning and their pace of learning varies. Unprepared students can be very trying.

**Satisfactions:** You will participate in ensuring that the computer Triage procedure is a learning experience for the triage personnel. This is a chance to impart knowledge in a positive manner. One can get immediate feedback as to how well one is doing. One can meet very bright and interesting students and make lifelong friendships.