

Digital Literacy Workshop Facilitators

Arrival Aid Foundation is seeking two friendly, patient, and tech-comfortable volunteers to help newcomers build essential digital skills by facilitating two online workshops.

Workshop Focus:

1. Email & Google Search Basics – logging in, sending emails, attaching files, searching online
2. Accessing Services, Using AI & Online Safety – finding local resources, utilizing AI tools, staying safe from scams and misinformation

Time Commitment:

Prep Time (prepare workshop delivery): 2–3 hours

Workshop Dates: October 26, November 2nd

Workshop Times: 10:30AM - 11:30AM

Location: Online via Zoom

Role:

- Create a welcoming, encouraging learning environment
- Prepare workshop slides (outline and templates provided)
- Guide participants through step-by-step activities
- Lead small-group, interactive sessions online
- Answer basic questions and offer encouragement
- Assist with simple tech troubleshooting during sessions

You are:

- Patient and comfortable explaining tech to beginners
- Familiar with email, Google search and online safety basics
- Friendly, culturally sensitive, and inclusive

To Apply: Email info@arrival-aid.ca with the subject line “*TechTutor Facilitator Volunteer*” and tell us briefly about your experience.

Website: <https://www.arrival-aid.ca/>