INSTRUCTOR APPLICATION INFORMATION

Overview

SBSS’ *Money & Tech Skills* program is offered to low/moderate-income older adults in the Los Angeles area for free. The program features a six-class course covering the very basics of using a tablet (iPads are used in the classes) and financial literacy. The targeted participants are older adults (50+) who may have little to no experience using devices such as a tablet or smartphone and who may feel it is too late or too complicated for them to learn.

Classes are held throughout LA at SBSS and partner sites serving the older adult community. The curriculum and tablets are provided - instructors are trained in how to teach the curriculum and conduct the classes. Class sizes are capped at 10 to facilitate one-on-one help and ensure no participant is left behind.

The program has been featured in a KNBC segment, KOST 103.5 podcast, and an academic publication.

Instructors will conduct classes throughout LA, allowing the program to serve as many older adults as possible.

Compensation & Time Commitment

Instructors will be paid $350 per 6-class session. Classes are 1 hour. Instructors will be expected to prep the tablets for each class (a backpack with the tablets, power adapters/chargers, and styluses will be provided). Handouts of the lesson plan will be provided by SBSS. Instructors will be expected to teach at least one session (6-classes) per month; those with more availability will be given priority in assignments. When possible, classes typically are held 2x/week, though that will vary depending on the scheduling of our site partners.

Classes are held throughout LA and assignments likely will begin in February.

Chad Finlay, Program Director
cfinlay@sbssla.org

For more information, visit
https://www.sbssla.org/techclasses
Qualifications

While a working understanding of tablets (both iOS and Android) and finance (fraud prevention, online banking, etc.) is required, the most important skillset applicants will be judged by is their soft skills. Given the program is focused on helping participants realize they can use technology and protect/manage their money, successful applicants will demonstrate the ability to teach and guide older adults, rather than just their technical aptitude. Applicants should demonstrate the following:

• **Patience in teaching older adults who may face various mental and physical challenges**
• **Positive attitude that makes the class fun and the content approachable**
• **Ability to focus on the curriculum/lesson plans while going beyond just reading from it; ability to improvise and be flexible given how the class is going**
• **Ability to explain things simply yet accurately; ability to judge what level of detail is needed without confusing or overwhelming participants with unnecessary ways to do various tasks**
• **Ability to manage a class with many levels of aptitude and needs**
• **Comfortable enough with smartphones and tablets (both iOS and Android) to communicate and teach about basic functions in navigating the iPad, using the on-screen keyboard, web browsing, email, and video chat**
• **Basic understanding about online banking, internet safe practices, fraud prevention/scams**
• **(Optional) If bilingual (particularly Spanish/English)**

Application Process/Requirements

Given the emphasis on soft skills and the ability to teach older adults, there are two steps to becoming an instructor: 1) Initial screening based on cover letter and resume, and 2) Training session to review curriculum and practice teaching a class. After the training session, applicants will discuss with the Program Director if there is a mutual fit.

The cover letter should address the qualifications as well as:

• Background teaching/coaching
• Experience with older adults
• Reason interested in being an instructor for Money & Tech Skills

To apply, email your: 1) resume and 2) cover letter as detailed above to cfinlay@sbssl.a.org (Chad Finlay, Program Director). No phone calls.

**Application Deadline**

**February 3, 2020.** Training session is tentatively set for February 6th.