

## **BridgingApps Local Meeting Leader and IT Job Description**

### **Leader Description:**

This person or persons will set-up, break down, and lead BridgingApps meetings, inform public of meetings, blog, and work with site host (Easter Seals Greater Houston). This person should be able to commit 10-15 hours a month with a 1 year minimum commitment. More or less depending on the number of volunteers you have. And a few more hours are to be committed when hosting an open house-style event.

One leader must have one of the following certifications:

Bachelor's degree in special education or a therapeutic discipline (Occupational, Recreational, Music, Art, Physical Therapy, and/or Speech Language Pathology)

Assistive Technology Certification

Currently enrolled in a mobile device certification program or willing to enroll

### **The meeting leader must possess the following skills:**

Ability to organize and plan effectively

Excellent written and verbal communication skills

An awareness of people with disabilities

An appreciation of the impact mobile devices can have on the lives of people with disabilities

An interest in using mobile devices with people with disabilities

Ability to speak in front of groups

Ability to effectively operate and use a computer and other information management systems.

### **Information Technology Job Description:**

This person must have IT knowledge and the ability to effectively operate and use a computer and other information management systems. They must be authorized by the local meeting site to perform all IT functions.

### **The IT leader must possess the following skills:**

Ability to setup projector and laptop

Ensure attendees have internet access

Help solve any technology issues for meeting