

VOLUNTEER POSITION: TECH TUTOR (TEENS)

SUPERVISOR: IN-BRANCH VOLUNTEER COORDINATOR

DESCRIPTION:

Greater Sudbury Public Library is pleased to offer the VolunTeen program in an effort to connect with youth in the community, and to provide an opportunity for youth to connect with other members of their own community through one-on-one technological assistance.

TIME REQUIRED:

A minimum of one hour a week is required for a commitment. A maximum weekly hours cap may be set in locations with high volume of applicants. **MINIMUM COMMITMENT:** Volunteer must be willing to commit to at least 10 hours of volunteering to a maximum of 40 hours.

TASKS:

1. Attend an orientation & training sessions prior to volunteering.
2. Announce yourself to the staff upon arrival, collect your binder and verify if you have any appointments.
3. Provide one-on-one assistance with Basic Computer Skills, Laptops, Tablets, eReaders and Social Media to adults and older adults.
4. Assist staff with other tasks when there is no booked appointment.
5. Enter completed hours on timesheet and have library staff sign after each shift.

QUALIFICATIONS:

- Must be a student in Grades 9 – 12 currently attending any high school in the City of Greater Sudbury working toward fulfillment of Community Service Hours requirement before graduation.
- Must have a demonstrated interest and proficiency in computers and technology.
- Volunteers should be able to work independently to demonstrate technology and respond to computer questions.
- Communication skills and positive attitude are essential.

SCREENING MEASURES:

An application form must be completed and students must attend an interview and orientation.

ORIENTATION & TRAINING: An orientation session and package of information are provided.

Updated: 2019 May