

ROLE DESCRIPTION:

TECH SERVICES ASSISTANT

We are often the first stop for many who want to learn new ways to use technology. Whether they want to utilize social media better, send or receive family pictures, apply for a job online, print important documents, or take a computer class, patrons often rely on and look to a Tech Services Volunteer for help.

RESPONSIBILITIES:

- ✓ May assist in Makerspace
- May assist in Retro Technology Lab
- Teach or assist classes in one of our computer labs
- Give presentations on new social media and technology trends
- Provide one-on-one help to patrons using the library's public computers and printing services
- Help patrons navigate virtual library resources
- Create help guides for computer users

QUALIFICATIONS/SKILLS REQUIRED

- ✓ Must be 18+
- Understanding of and interest in learning more about:
 - Computers, printers, & tech equipment
 - Internet, e-mail, Microsoft Office, photo editing, and hosting sites
 - Social media & networking sites
 - Downloadable audiobooks and eBooks
- Have a pleasant and friendly attitude and demeanor
- Ability to communicate well with others
- Patience
- Ability to work with and get along with diverse group of people

TIME/COMMITMENT

- ✓ 2-3 hours per week; dependent upon branch needs

BENEFITS

- ✓ Acquire new skills and gain work experience
- Use as job reference/resume
- Give back to the community
- Gain service hours
- Make a difference in someone's life
- Build new relationships
- Gain behind the scenes knowledge of library resources

LOCATION OFFERED

- ✓ Downtown, Woodland West