



CITY OF TUALATIN

VOLUNTEER ASSIGNMENT DESCRIPTION

JOB TITLE:	LIBRARY COMPUTER LAB AIDE
GOAL/PURPOSE:	The Volunteer will assist patrons using public computers with various computer questions.
SUPERVISION:	Public Services staff.
TIME COMMITMENT:	Two or four hours per week on Tuesday and/or Saturday afternoons.
DUTIES:	<ul style="list-style-type: none">• Assisting patrons in a professional and courteous manner• Work well with all nationalities, ages, and computer skill levels• Provide assistance as needed with MS Office applications, including resume building software.
QUALIFICATIONS:	<ul style="list-style-type: none">• Minimum age of 18.• Skilled with Microsoft Office applications, including Excel, PowerPoint and Word.• Enjoy interacting with and helping people of all ages.• Ability to assist with printing web page content and various other document formats.• Ability to save and retrieve files from external storage devices.
TRAINING:	<ul style="list-style-type: none">• Provided by Public Services staff