# S:\Administration\Forms & Templates\NEW TUALATIN LOGO\COT Logo.epsCITY OF TUALATIN

# VOLUNTEER ASSIGNMENT DESCRIPTION

|  |  |
| --- | --- |
| **Assignment Title** | **Tech Tutor** |
| **Position Overview and impact** | Be a part of the team that is helping to bridge the digital divide in our community! Tech tutors are trained volunteers with experience and knowledge of computers, mobile devices and e-readers. Tech Tutors help an under-served population of our library community that often includes older people and patrons who use English as a second-language. |
| **Supervision** | This assignment is supervised by Public Services staff |
| **Time Commitment** | Tech Tutors are encouraged to provide a two hour block one or two days per week in which they are available to schedule half-hour, one-on-one appointments. |
| **Duties** | Tech Tutors provide one-on-one assistance to individuals who need help using a technological device and/or accomplishing a task using a technological device. This volunteer will teach others how to operate devices, use the systems and applications available |
| **Qualifications** | Basics of computer use PC and/or Mac, and could include: Internet Searching, Email, Facebook, Photo-Sharing, Library2Go and E-Readers. Some skills can be trained by staff.  A Background Check is required for this assignment. |
| **Training** | Training on Library2Go and E-Readers assistance will be provided by Public Services staff. Volunteers will also be helped with training on how to best work one-on-one with patrons and setting and checking on appointments. |