

BRIDGEPORT LIBRARY

VOLUNTEER SERVICES

WEDNESDAY NITE COMPUTER COACHES

Job Description

Location/ Volunteer Reports To:

Burroughs & Saden, 3rd Floor Community Room – Volunteer Services Coordinator or Lead

Time Commitment

4 – 6:00pm each Wednesday or as arranged*

Purpose of Volunteer Position

To help Library patrons build basic computer skills such as: keyboarding, email, word processing, and the web on a one-on-one basis.

Abilities Required

Ability to Work w/ Others

Patience

Must Understand Basic Computer Concepts

Must be Willing to Work w/ Patrons who are Elderly, Learning Disabled, Have English as a Second Language, and those who are “Computer Illiterate”

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional information*

Individual computer coaching opportunities are also currently available on Thur. and Fri. mornings

Positions may also be available at the Black Rock and North Branches