

# BRIDGEPORT LIBRARY

## VOLUNTEER SERVICES

### ***GURU* – WEDNESDAY NITE COMPUTER COACHING**

#### **Job Description**

#### ***Location/ Volunteer Reports To:***

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

#### ***Time Commitment***

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3:30 – 6:15pm each Wednesday or as arranged

#### ***Purpose of Volunteer Position***

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The Wednesday Nite Computer Coaching *Guru* will assist the Volunteer Coordinator with preparing the community room for computer classes. This includes: setting up tables, chairs, and laptops. The *Guru* will also serve as proctor during the coaching sessions and will be responsible for directing program participants to the restroom, answering questions, and helping to create a comfortable space.

#### ***Abilities Required***

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Must be Able to Exhibit Basic Computer Skills

Must be Able to Troubleshoot Computer/Internet Issues

Must Feel Comfortable Answering Questions Regarding Computer Systems, Hardware, the Internet, etc

Ability to Work w/ Others

#### **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**

N/A