



## **VOLUNTEER POSITION GUIDE**

**TITLE:** COMPUTER TUTOR

**SCHEDULED HOURS:** Minimum of three consecutive hours, one day per week.

**SUPERVISOR:** Technology Center Coordinator

**PURPOSE:** To provide on-to-one, hands on instruction in introductory level PC skills to out-of-school adults in Chester County who lack the necessary PC skills to effectively use the electronic resources at Chester County Library.

### **THE PERSON IN THIS POSITION WILL BE RESPONSIBLE FOR:**

Preparing for tutoring sessions by reviewing materials prescribed by the Chester County Library; reviewing student's progress checklist and making sure the Internet links you will be using for instruction are current and working • Providing one-to-one instruction in basic PC skills to students on a weekly basis • Obtaining a substitute tutor from the roster if you are unable to make your scheduled time • Observing guidelines established regarding module content, adding individual touches through style and technique • Observing confidentiality by observing the Library Code, Act 90, which protects the confidentiality of library circulation records • Observing the Chester County Library Internet Acceptable Use policy • Developing a supportive and encouraging atmosphere for tutoring sessions • Keeping necessary records such as recording student's progress and recording your time • Contributing to the improvement of the program by contacting the Jacobs Technology Center supervisor when you have questions or concerns.

### **DESIRED QUALIFICATIONS AND SKILLS:**

- Basic Internet searching and PC skills.
- Good oral communication skills and a desire /ability to assist and instruct customers in a positive and friendly manner.
- The ability to operate computer equipment and keyboard with ease.
- Be service oriented with a desire to actively support the Chester County Library through volunteer service.

### **TRAINING**

- The Computer Center Coordinator will provide a one-to-one orientation at the time of placement.
- On-the-job training will be provided.

**450 Exton Square Parkway, Exton, PA 19341 Phone: 610-280-2600 - Fax: 610-280-2694 - Home Page: <http://www.ccls.org>**