



Computer Coaching Team Leader



Position Overview: The person in this take-charge position will recruit and coordinate a team of volunteer computer coaches. The coaches will provide assistance to customers who need help using the library's public computers and other equipment (pay-for-print system, copy machines, copy card machine, etc.).

Responsibilities:

- Recruit, screen, select, and schedule qualified volunteers to meet customer needs.
- Train, guide, and support volunteers.
- Communicate with volunteers and staff regularly.

Benefits:

- Share your technological and communication skills to benefit a diverse community.
- Meet new people and network with library staff and volunteers.
- Gain leadership experience for your resumé.
- Receive appreciation from those you help, feedback from staff, and recognition from the library.

Training/Support Available:

- Orientation to the library
- Training on the library's public computers and other equipment
- Ongoing support provided by a library staff member

Qualifications:

- Ability to create and implement a plan for volunteer recruitment, training, and support
- Ability to take initiative and follow a project through to completion
- Knowledge and experience in using personal computers
- Ability to use Microsoft Word, Microsoft Excel, Internet, and e-mail
- Excellent oral and written communication skills
- Leadership and organizational skills
- Ability to interact effectively with individuals from diverse backgrounds and with a range of computer abilities.

Commitment:

- Minimum 6 month commitment requested.
- Negotiated amount of time determined to meet goals and objectives. Time commitment for the first two months is expected to be heavier than in succeeding months.
- Location of volunteer assignment at Dr. Martin Luther King, Jr. Library with the possibility of some tasks completed via virtual communication.

Contact: