



Technology Team Coordinator



Position Overview:

The Technology Team Coordinator will recruit tech savvy computer volunteers and act as intermediary between the team and the Vineland Branch Library. The technology team will provide training for library customers. The position will be responsible for locating and selecting qualified volunteers, scheduling, and other supervisory responsibilities, as necessary to ensure the ongoing success of this library service.

Responsibilities:

- Assemble a committed volunteer team that provides both mid-week and Saturday technology training and assistance
- Coordinate volunteer opportunities, disseminate information, and schedule volunteers, ensuring consistent availability to serve the community
- Increase the community's involvement in library services, programs, and use of resources

Benefits:

- Satisfaction that you have changed lives of those in the community needing computer technology support and training
- Knowledge that you enhanced the library's position as an essential community agency
- Opportunity to learn and develop new and highly applicable skills
- Social and professional networking with diverse groups of people

Training/Support Available:

- Support from a staff liaison to develop the initial team
- Training and support from library staff regarding the library, programs and services
- Library materials, services, and technology

Qualifications:

- Knowledge and experience in community outreach, marketing, public relations, or related fields
- High degree of initiative and creativity
- Excellent oral and written communication skills
- Leadership and other supervisory skills
- Computer-related technology skills
- Ability to use Microsoft Office (Word, Excel), Internet and e-mail
- Good organizational skills
- Excellent interpersonal skills
- Experience training others

Commitment:

- 12 month commitment
- Time commitment dependent upon meeting goals and objectives
- Travel throughout the community in order to network and promote this library service and technology volunteer opportunities

Contact: