

COMPUTER LITERACY AMBASSADOR

Roseville Public Library—Volunteer Program



Position Overview and Impact:

The Roseville Public Library is in need of people to assist customers as a **Computer Literacy Ambassador**

Key Responsibilities:

- Assist adults with computer challenges such as formatting in Word, internet searches and other areas where customers may need assistance with basic computer functions.
- Teach computer skills such as Word, Excel, Internet searching and E-mail
- Promote technology in the library

Make a Difference:

- This position will have a direct and positive impact on customers' library experiences.
- Help teach people new skills.
- Empower people who are intimidated by technology.

Qualifications:

- Minimum Age: 16
- Knowledge of PC's, Microsoft Office Applications and Internet
- Professional appearance and attitude

Training and Support Provided:

- Initial orientation; mentored by library staff

Time Commitment: One 2 (two) hour shift per week

Time Duration: Minimum 3 month commitment

Location: Maidu Library

Benefits:

- Teach customers to become independent in using computers, software and the Internet.
- Opportunity to meet and teach people specific computer skills.
- Add to your resume
- Practice and gain confidence in teaching.