

BERKELEY PUBLIC LIBRARY

Volunteer Job: Typing in Chinese Class

Importance of Position: To teach the drop-in Typing in Chinese computer class in the library's electronic classroom patrons.

Qualifications:

- Patience
- Good Oral Communication Skills
- Friendly, relaxed, and out-going demeanor
- At ease with all ages and types of people, including a wide range of socio-economic backgrounds
- Willing and able to follow directions
- Skill in basic computer Chinese keyboarding, internet, email, and library use

Work environment:

- Electronic classroom at Central Library

Responsible To:

- Amy Kuo, Reference Librarian, 510-981-6136

Responsibilities:

- Teaches patrons to use computer features that allow Chinese Typing
- Helps create publicity materials for class

Training Provided:

- Training provided as needed

Benefits of Volunteering:

- Opportunity to increase skills in using library-related technology
- Satisfaction of providing a much-needed service to the library and the community
- Chances to meet new people and help others
- Opportunity to work in a pleasant environment
- Enabling Chinese community to email/instant message chats with relatives/friends in Asia

Time Commitment: One or more hour(s) per week

Length of Time: Minimum 4 months commitment

Grounds for Termination:

Failure to follow directions and adhere to library policies and procedures; unacceptable customer service; failure to fulfill time commitment

Contact Person: Patricia Hoshi Nagamoto, Volunteer Coordinator, 510-981-6189