



# Computer and Career Skills Mentor



## Position Overview:

An enthusiastic and dynamic mentor will facilitate and teach basic computer skills to customers to increase their career/personal development. The person in this position will recruit and coordinate other volunteers to provide guidance for library customers who wish to acquire skills that will help them adapt to career transitions/personal development.

## Responsibilities:

- Provide training for library customers in developing computer skills for job searching, resume writing and completing online job applications, as well as for personal development
- Develop an educational training program for other volunteers
- Recruit and train a team of volunteers to provide one-on-one computer assistance to library customers
- Act as intermediary between the team and the Hillview Branch Library

## Benefits:

- Satisfaction that you are making a difference in people's lives
- Opportunities to engage with people with diverse backgrounds and educational levels
- Contribution to the library's mission of enriching the lives of customers by fostering and providing lifelong opportunities
- Lifelong learning opportunities

## Training/Support Available:

- Assistance from staff liaison to develop educational support materials for computer training
- Training and support from staff in library resources (both print & electronic) useful for computer training/mentoring
- Ongoing support from staff liaison
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## Desirable Qualifications:

- Knowledge & experience with teaching/mentoring people of diverse backgrounds and educational levels
- Bilingual oral communication and written skills in English/Spanish or English/Vietnamese
- Ability to use Microsoft Office (Word, Excel), Internet and e-mail
- Self motivated
- Good person-to-person skills
- Leadership skills
- Community connections a plus

## Commitment:

- 6 month commitment
- Amount of time and schedule are negotiable to accomplish goals & objectives of volunteer assignment
- Volunteer assignment will be at the Hillview Branch Library, 1600 Hopkins Dr, San Jose, CA 95122

## Contact: