



St. Charles City-County
Library

Volunteer Opening

Technology Lab Assistant

Location: Kathryn Linnemann Branch, 2323 Elm Street, St. Charles, MO 63301

Hours: Approximately 2 hours per week, Wednesday 2:30pm-4pm

Schedule: 3 month commitment

Purpose:

The technology lab assistant directly engages our patrons by answering questions and assisting with computer basics, Internet access, word processing, spreadsheets, software programs and other technologies.

Key Responsibilities may include:

Assists patrons in a one-on-one setting with general computer and technology functions, including but not limited to Microsoft Office, social networking, navigating the internet, operating a Tablet, eReader, smartphone and or photo sharing.

Reports to:

Librarian in charge of volunteers or librarian on duty

Length of Appointment:

The appointment will be for 3 months initially, at which time position will be evaluated for continuation.

Qualifications:

- Basic comfort level with computer, software and internet functions
- Outgoing and have the ability to engage patrons in conversation
- Patience with new learners
- Ability to encourage computer/technology exploration and discovery
- Ability to spend time giving individual help to patrons
- Pleasant demeanor, flexibility, problem-solving ability, dependability
- Enjoy working with older adults and know how to create a fun and relaxed atmosphere
- Individual selected for this position must successfully pass a background check (at volunteer's expense – approximate fee is \$14.25).

Support:

Training/orientation for this position will be provided. A librarian will be available during open lab time to provide assistance and supervision.

Age Requirement: 18 years or older

Dress Code: Smart, casual dress required.

Volunteer applications are available at Library Branches or on our website at www.youranswerplace.org.

For immediate consideration: Completed volunteer application can be returned to the Library Branches, emailed to volunteer@stchlibrary.org, or sent to SCCCLD, Human Resources, 77 Boone Hills Dr., St. Peters, MO 63376.

Please note: If there are current openings that meet your interests, the Volunteer Coordinator will contact you for a brief interview. If an opening is not available, your application and interests will be noted in our database.