



St. Charles City-County
Library

Volunteer Opening

Technology Lab Assistant

Location: Spencer Road Library, 427 Spencer Road, St. Peters, MO 63376,
Computer Lab (RM 221)

Hours: 2 hours per week, Wednesday 2pm-4pm or Friday 10am-12pm

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 one-on-one setting with general computer and technology functions, including but not limited to Microsoft Office, social networking, navigating the internet, operating at 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: 16 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.