

Volunteer Recruitment for Los Gatos Library

Position: **Tech Tutor**

(1 position available)

Availability: every Tuesday, 12:00 pm – 2:00 pm

Responsibilities:

- Assist with setting up for technology classes that start at 12:00 pm every Tuesday
- Assist with helping students in the class with various needs
- From 1:00 pm – 2:00 pm, handle 1-on-1 tech tutoring appointments in 20-minute increments (1:00, 1:20, 1:40)
- Help patrons in these appointments with a variety of questions (on a generally basic level—we do not fix peoples' computers or phones, or help them with high-level technology needs such as building websites from scratch, etc.

Requirements:

- Must be able to commit to a consistent schedule
- Must be able to communicate with supervisor if they cannot make it to their shift ahead of time
- Must be able to communicate well and respectfully with library staff and patrons
- Must be a people-person
- Must be technologically-inclined and have ample experience with technology basics: email, texting, mobile devices, computers, social media, navigating the Internet
- Must be willing to help people with a variety of questions related to technology, on a generally basic level
- Must be passionate about helping people become more confident in their tech skills!

If interested in applying, please fill out the Volunteer Application Form and a library staff member will reach out to you.