Crook County Library
Computer Mentor Volunteer Job Description

Overview of Position: Assist and instruct adult library patrons with computer use including library catalog, Internet, email, and basic Office applications.

Qualifications:
- Intermediate to advanced knowledge in the use of Personal Computers, Internet searching, social networking tools, and Microsoft Office applications such as Word, Excel, Outlook.
- Ability to convey knowledge to beginning level adult students.
- Ability to help students identify their needs.
- Previous work experience in a related field, such as education or computer technology.

Responsible To: Designated staff member.

Responsibilities:
- Instruct, advise and assist library patrons in use of computers, databases and applications.
- Schedule ½ hour training sessions with interested patrons.
- Select and reserve a work station for training session.
- Start and end the session on time.
- Provide a weekly report to the volunteer coordinator regarding the number of students mentored and the focus of the sessions.
- Adhere to all pertinent library policies, including but not limited to, confidentiality & computer use.
- Give supervisor a 48 hour notice if unable to keep shift assignment.

Training Provided:
- Orientation to the library.
- Volunteer will be familiarized with the library's personal computers.
- Volunteer will be familiarized with Crook County Library policies.

Time Commitment: Minimum weekly 1 hour shift.

Length of Commitment: Minimum 6 month commitment.

Contact Person: Jennifer Kent, Volunteer Coordinator, 541-447-7978 ext. 308

Please help our library staff members attend to their duties by keeping visiting to a minimum. We ask that you turn your cell phones to silent while working in the library. Personal calls and conversations should be held outside the library work areas.