



Technology Volunteer

General Description:

Volunteers will be asked to do a variety of duties to support daily library functions. A competent knowledge of current operating systems, mobile devices, e-readers, printers and copiers is required. We are looking for someone who understands technology and is willing to assist patrons with normal business at the library either on their own device or on a library computer. The volunteer will need to be patient, kind, and have good communication skills. Patrons will have a variety of technological understanding ranging from no applicable knowledge, to having a basic understanding. (Some basic internet safety may need to be instructed). Confidentiality and discretion is imperative as volunteers may come in contact with personal information.

Physical Requirements:

As a library volunteer you will be expected to be able to perform repetitive hand, arm, and body movement. You must also be able to stoop, stretch, bend, walk, climb stairs or use step stools, and stand for long periods of time. Volunteers may come into contact with, and must be able to tolerate, odorous individuals/materials including but not limited to pet odors, mold, allergens, body odor, cigarette smoke, and other possibly offensive smells.

Volunteers are expected to be dependable, responsible, regular and timely in attendance. If you anticipate being absent or late, please call so we can schedule a replacement if needed.

Volunteer Responsibilities may include:

- ◆ Assisting patrons with printing from public computers
- ◆ Assisting patrons find the correct website
- ◆ Assisting patrons to connect to Library WiFi with their own device.
- ◆ Assist patrons with the use of library digital services such as Libby, Hoopla, Rosetta Stone and the TexShare Databases.

Volunteers **will not** be responsible for:

- ◆ Taking payments of fines/fees.
- ◆ Assisting patrons with personal information on public computers.
- ◆ Troubleshooting a patron's device or giving tech advice.
- ◆ Assisting patrons with Tax preparations or legal advice.
- ◆ Troubleshooting library computers.

Thank you for Volunteering with us!