

Loutit District Library

Job Description

Job title: Volunteer Software/Internet Tutor

This position reports to: Business Manager

Job Summary:

To provide instruction for the public on a one-on-one basis in the basic use of the Internet, the Library's on-line catalog system, online databases, and Microsoft Office. In this position, the volunteer teaches basic computer skills to adult learners, including how to navigate the Web and use a Web-based email account. May choose to focus on one or more areas of expertise.

Primary Job Functions:

1. Instruct patrons in the basic use of the Internet.
2. Instruct patrons in the basic use of Lakenet, the Library's online catalog.
3. Instruct patrons in the basic use of the Library's online databases.
4. Instruct patrons in the basic use of *Microsoft Office*.
5. Instruct patrons in setting up and using a Web-based email account.

Knowledge, Skills, and Abilities:

1. Ability to instruct clearly in basic computer use, using the simplest, non-technical language.
2. Ability to exercise patience and understanding in working with both beginners and intermediate computer users and with all age groups.
3. Familiarity with Internet searching.
4. Familiarity with the Lakenet, the Library's online catalog.

5. Familiarity with the *Microsoft Office* suite.
6. Familiarity with Web-based email, such as Gmail, Hotmail, Yahoo mail, etc.

Requirements:

1. Must be at least 18 years old.
2. Ability to acquire knowledge of the principles and practices of public libraries and an understanding of local library policies.
3. Ability to follow verbal and written instructions.
4. Ability to work harmoniously with other library employees and with patrons.

Working Conditions:

1. Climate-controlled building.
2. Fast-paced library setting with distractions.

Reporting Relationship:

1. Reports to the Business Manager. In the absence of that person, reports to the Library Director. In absence of the Library Director, reports to the Assistant Director. In absence of the Assistant Director, reports to a Librarian. In absence of a Librarian reports to the Library Assistant II in charge.

The above is intended to describe the primary and secondary job functions and the requirements for the performance of this job. This job description is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements.

Approving this job description:

Library Director	Date approved	Date reviewed
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District Library Board	Date approved	Date reviewed
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