

| VOLUNTEER JOB DESCRIPTION | |
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| JOB TITLE: | TECH COACHES – PARTIALLY SUPERVISED |
| REPORTS TO: | Information Staff |
| SUMMARY | |
| Under the direction of a designated supervisor, provide staff assistance before and after programs and provide technology assistance to customers attending VPL programs. Can be held in-person or virtually. | |
| RESPONSIBILITIES | |
| <ol style="list-style-type: none"> 1. Provide technology support in a variety of library programs for customers of all ages. 2. Create an encouraging and positive environment for library customers. 3. Good attendance and punctuality is required. 4. Supports the <i>Mission, Vision</i> and <i>Values</i> of Vaughan Public Libraries. 5. Responsible following Health & Safety policies and procedures. 6. Record hours worked and tasks accomplished if required for community service placements. 7. Other duties as assigned. | |
| QUALIFICATIONS | |
| <ul style="list-style-type: none"> • Completed Grade 8 and a minimum of 14 years of age. • Proficient in relevant computer technologies and programs. • Ability to communicate courteously and effectively. • Enthusiasm for working with adults and seniors. • Patient, dependable, and reliable. | |
| TIME COMMITMENT | |
| <ul style="list-style-type: none"> • The number of scheduled programs will be dependent upon the availability and the preference of the volunteer. • Minimum 1 hour per week, depending on the program. | |
| APPLICATION PROCESS | |
| <ul style="list-style-type: none"> • Volunteers must complete and submit a Tech Coaches application. • Volunteers must submit two reference letters. • Volunteers must successfully complete an interview if required by library staff. | |
| TRAINING | |
| <ul style="list-style-type: none"> • Volunteers must attend an orientation/training session prior to participating in the program. | |
| BENEFITS | |
| <ul style="list-style-type: none"> • Volunteers will gain valuable work experience and develop teamwork and leadership skills. • Volunteers will earn community service hours for their secondary school diploma. | |