



5 Things Volunteer Job Description – Buddy

Position Summary

Work one-on-one with adults to teach email, Facebook, Twitter/Blogging, digital camera basics, or photo sharing. Work with library staff to schedule days and times.

Minimum Qualifications:

- Basic computer knowledge: Ability to use mouse and keyboard, navigate the internet (Internet Explorer), open and close applications. Familiarity with Microsoft applications.
- Basic knowledge of digital cameras.
- Strong communication skills and traits such as patience, understanding, enthusiasm, and willingness to help others learn.

Special Requirements:

- Parental permission for those under the age of 17
- Background check
- Confidentiality statement

Duties and Responsibilities

Work one on one at the library with interested adults to demonstrate the basics of email, Facebook, Twitter/Blogging, and photo sharing. This includes showing information screens and websites and helping people sign up for each application if interested.

Demonstrate 5 Things website to participants.

Assist 5 Things Trainer. This includes moving around the room to assist with individual questions as the trainer is instructing a small group of adults consisting of between 10 and 14 people. Participants will work in groups of two at a laptop and a trainer will work from a laptop using a projector.

Help library users with general computer questions, such as how to reserve a computer, how to print a document, how to save and open a document.

Ensure that program participants receive guidance in fraud prevention and privacy.

Time Commitment

- Two to four hours per week.
- Punctuality and dependability required.

Training Requirements

- Read and understand library computer use and privacy policies.
- Attend training sessions offered at selected times and locations.
- (Experienced trainers or computer volunteers may opt out of training sessions by emailing 5things@buckslib.org with a summary of their experience or qualifications.)