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## **5 Things Volunteer Job Description – Trainer**

### **Position Summary**

Demonstrate email, Facebook, Twitter/Blogging, digital camera basics, or photo sharing to small groups of adults consisting of between 10 and 14 people. Participants will work in groups of two at a laptop or with a camera and trainer will work from laptop using a projector. 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.
- Ability to use laptop with projector and set up laptops for training.
- Strong communication skills and traits such as patience, understanding, enthusiasm, and willingness to help others learn.
- Strong public speaking skills and ability to manage a group of people.

### **Special Requirements:**

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

### **Duties and Responsibilities**

- Demonstrate the basics of email, Facebook, Twitter/Blogging, digital cameras, and photo sharing to interested adults in a group setting of 10 – 14 people. This includes showing information screens and websites, demonstrating the purpose of each application, answering basic questions, and showing participants how to sign up for each application.
- Present materials in an interesting and informative manner.
- Demonstrate 5 Things website to participants.

- Ensure that program participants receive guidance in fraud prevention and privacy.
- Work with library staff to schedule classes as needed.
- Manage time effectively.
- Organize training and materials and remain on task despite interruptions.

### **Time Commitment**

- Two to six 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](mailto:5things@buckslib.org) with a summary of their experience or qualifications.)