

Volunteer Job Description

Computer Coach

**Position Overview & Impact:** Helps patrons with basic computer help including but not limited to printing, email, typing, proofreading, online forms, & personal devices. Cleans computers & equipment at least once per week.

**Key Responsibilities:**

1. Help patrons with printing from their own device or library computers

2. Help patrons with creating or using email

3. Help patrons with basic computer elements such as typing, spreadsheets, etc.

4. Help patrons with accessing online forms

5. Cleans library computers or equipment at least once a week

**Qualifications:** Basic computer skills such as using a mouse, typing, & surfing the web etc. Basic knowledge of email. Basic knowledge of online forms & how to access them. Basic knowledge of Microsoft systems like Word, Excel, etc.

**Training & Support provided:** Library volunteer orientation

**Time Commitment:** Flexible schedule

**Length of Commitment:** Minimum 6 months

**Benefits of Volunteering:** Interaction with the public, teach patrons new things, & use of technology.

**Contact Person:** Maizie McMillan 928-532-4075 [mmcmillan@showlowaz.gov](mailto:mmcmillan@showlowaz.gov)

\*\*\*All volunteers are required to complete fingerprinting, a background check, & a drug screening as per The City of Show Low\*\*\*