Oceanside Public Library
Volunteer Job Description

Technology Training Instructor

Purpose: To teach classes in basic computer skills and other technologies to the general public.

Qualifications: Possesses a high level of comfort using Windows, Microsoft Office programs, and the Internet. Additional knowledge of new technologies such as eBooks and eReaders are a plus. Able to clearly explain computer operations to beginning level students.

Responsibilities: Instructing groups of patrons in assorted computer skills and the use of a variety of other modern technologies.

Training Provided: An orientation to the training room and the opportunity to observe a class in session will be given. Training tips and guidelines for course content will be shared.

Time Commitment: Two to four hours per month. Some classes can be held once and some can be held periodically. Time commitments can vary depending on the demand.

Length of Commitment: Minimum six month commitment requested.

Responsible to: Monica Chapa Domercq, Adult Services Manager

Contact: Cheri Noel, Volunteer Coordinator, 760-435-5564