Oceanside Public Library
Volunteer Job Description

Digital Literacy Tutor

Purpose: To assist novice computer users with digital devices and basic computer questions.

Qualifications: Comfort in a digital environment and confidence with explanation of basic computer and device tasks.

Responsibilities: Providing one-on-one assistance to Library patrons. Clearly explain basic computer operations and demonstrate a knowledge of new technologies such as eBooks and eReaders.

Training Provided: An orientation and the opportunity to observe a drop-in session will be provided. Tutoring tips and guidelines will be shared.

Time Commitment: Two hours per week.

Length of Commitment: Minimum six month commitment requested.

Responsible to: Monica Chapa Domercq, Adult Services Manager, 760-435-5586

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