

VOLUNTEER JOB DESCRIPTION	
JOB TITLE:	TECH COACHES – CODING BUDDIES - PARTIALLY SUPERVISED
REPORTS TO:	Information Staff
SUMMARY	
Under the direction of a designated supervisor, provide staff assistance before and after programs. Assist in a variety of programs, everything from computer basics to coding and STEAM – and guide young participants through a coding project. In-person only.	
RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Provide technology support in a variety of library programs for customers of all ages. 2. Help guide participants in completing a coding project. 3. Create an encouraging and positive environment during the programs. 4. Good attendance and punctuality is required. 5. Supports the <i>Mission, Vision</i> and <i>Values</i> of Vaughan Public Libraries. 6. Responsible following Health & Safety policies and procedures. 7. Record hours worked and tasks accomplished if required for community service placements. 8. Other duties as assigned. 	
QUALIFICATIONS	
<ul style="list-style-type: none"> • Completed Grade 8 and a minimum of 14 years of age. • Proficient in relevant computer technologies and programs. • Possesses coding knowledge (i.e. Scratch or more). • Ability to communicate courteously and effectively. • Enthusiasm for working with kids. • Patient, dependable, and reliable. • All volunteers must show proof of COVID vaccine. 	
TIME COMMITMENT	
<ul style="list-style-type: none"> • 1.5 hours per week for the entire duration of the 6-week program. 	
APPLICATION PROCESS	
<ul style="list-style-type: none"> • Volunteers must complete and submit a Tech Coaches application. • Volunteers must submit two reference letters. • Volunteers must successfully complete an interview if required by library staff. 	
TRAINING	
<ul style="list-style-type: none"> • Volunteers must attend an orientation/training session prior to participating in the program. 	
BENEFITS	
<ul style="list-style-type: none"> • Volunteers will gain valuable work experience and develop teamwork and leadership skills. • Volunteers will earn community service hours for their secondary school diploma. 	