

VOLUNTEER JOB DESCRIPTION	
JOB TITLE:	TECH COACHES – SUPERVISED/UNSUPERVISED
REPORTS TO:	Information Staff
SUMMARY	
Under the direction of a designated supervisor, provide staff assistance before and after programs and provide technology assistance to customers attending VPL programs.	
RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Provide technology support in a variety of library programs for customers of all ages. 2. Create an encouraging and positive environment for library customers. 3. Good attendance and punctuality is required. 4. Supports the <i>Mission, Vision</i> and <i>Values</i> of Vaughan Public Libraries. 5. Responsible following Health & Safety policies and procedures. 6. Record hours worked and tasks accomplished if required for community service placements. 7. 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. • Ability to communicate courteously and effectively. • Enthusiasm for working with adults and seniors. • Patient, dependable, and reliable. 	
TIME COMMITMENT	
<ul style="list-style-type: none"> • The number of scheduled programs will be dependent upon the availability and the preference of the volunteer. • In volunteering for Tech 1-On-1, the commitment is 1 hour per week. 	
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. 	