

National City Public Library
Computer Readiness Coach Volunteer Opportunity

The Adult Literacy Program at the National City Library is seeking friendly, skilled volunteers to help adults learn basic computer skills. Volunteers are needed 1) to support our Computer Readiness Instructor during small-group computer classes or 2) to provide basic computer coaching to individuals.

Requirements:

- Must be 18 years of age or older.
- Must pass a background check through the City of National City.

Desired Volunteer Qualifications:

- Computer savvy
- Knowledge of Microsoft Word, email, and the Internet
- Ability to interact positively with a diverse population
- Ability to maintain the privacy of library users
- Patient and friendly
- Dependable and prompt

Highly Desirable Skills:

- Prior experience working with older adults.
- Spanish speaking skills helpful, though not required.
- Prior experience teaching basic computer skills.

Time Commitment:

- 3 hours per week for at least 2 months.
- Coaches who assist during Computer Readiness classes must be available to volunteer twice a week for 8 weeks (Choose one: M/W 10:00-11:30 am; M/W 2:00-3:30 pm; T/TH 2:00-3:30 pm)

Required Training:

- Library tour and orientation

National City Public Library
1401 National City Blvd.
National City, CA 91950
619-470-5860

literacy@nationalcitylibrary.org
www.nationalcitylibrary.org