

## Computer Savvy Seniors Volunteer Profile

### Summary Statement:

Computer Savvy Seniors volunteers support staff with the delivery of technology sessions for other seniors, at Milton Public Library (MPL).

### Role

Volunteers work closely with MPL's New Horizons for Seniors Project Coordinator to assist in the delivery of the Computer Savvy Seniors sessions, which may include but is not limited to: tablet instruction, eBooks/audiobooks, 3D printing and basic computer instruction.

An aptitude for, and interest in technology is required, but volunteers need not be an expert in any particular technology (on-site training and overviews provided).

### Responsibilities:

- To attend scheduled shifts regularly and on-time, and to communicate with staff in advanced regarding any absences or conflicts.
- To be fully engaged in their opportunity, participating to the best of their ability and demonstrating enthusiasm for their assigned event.
- To act as a positive role model and senior advocate for technology within the community, and as representatives of Milton Public Library.
- To provide feedback to staff about volunteer opportunities and the program.

### Minimum Qualifications:

- Passion for community involvement, especially within a library setting
- Conscientious and reliable
- Friendly and welcoming attitude
- Strong communication skills
- Openness to learning new skills and taking on new opportunities
- Able to work independently as well as part of a team in order to fulfill assigned tasks
- Mobile, either by bus or car, to attend sessions outside of the library branch
- Able to illustrate empathy and patience with others, regardless of age group

### Orientation, Training & Supervision:

On site orientation will be provided by library staff and will cover the following:

- Program overview
- Library safety procedures
- Program resources
- Distribution of printed materials, where necessary
- Library staff will also oversee and provide ongoing program assistance throughout the duration of each program.