

Saint Paul Public Library Computer Class Volunteer Teaching Assistant

Summary: Many Saint Paul Public Library sites offer classes in beginning computer skills, Internet and email usage, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. These classes help customers to develop the skills and confidence to meet the challenges of life in an increasingly technology-driven society. Volunteers teach these classes, or support the instructor's teaching.

Duties: *Computer Class Instruction:*

- Familiarize self with Saint Paul Public Library computer class curriculum and prepare lab for class time.
- Create a welcoming learning environment; greet participants, confirm registration for the class and distribute class materials.
- Teach or assist instructor in teaching the curriculum.
- Answer individual customers' questions and assist with challenges one on one.

Qualifications:

- Basic knowledge of Microsoft Office 2010 (Word, Excel and PowerPoint).
- Adept at learning to use unfamiliar features of computer programs.
- Ability to patiently and effectively communicate information and concepts to a group of diverse learners.
- Work well with a variety of people.
- Ability to keep students on-task.
- Ability to work independently.
- Ability to remain calm in the event of a hectic situation.

Commitment: Each class cycle lasts 1-2 months, with 3 hours per class session.

Must arrive sufficiently early to prepare for class and stay long enough to clean up. On-site supervisor will provide volunteer with details.

Training/Supervision: Training will be provided by technology education coordinators. This will include discussing and familiarizing oneself with the curriculum.

Wendy Neurer, Library Volunteer Coordinator, is available to answer questions and discuss any concerns at 651.266.7420 or wendy.neurer@ci.stpaul.mn.us