

Volunteer Opportunity

	Technology Tutor – Daytime and Evening Availability Pueblo City-County Library District
Responsibilities	<ul style="list-style-type: none"> • Work one-on-one or in groups to teach patrons how to use basic computer and mobile technology functions, such as MS Office applications, including Word, Excel, Outlook, Gmail, Internet Explorer, and Chrome, and Smart Phones. • May also work with patrons to access social media and assist with resume building.
Qualifications	<ul style="list-style-type: none"> • Intermediate to Advanced knowledge in use of Personal Computers, as well as MS Office applications such as Word, Excel, Outlook, Gmail, Internet Explorer, and Chrome. • Experience with using Smart phones and Social media • Some experience with resume writing preferred • Ability to convey knowledge to beginning-level adult students
Training Provided	Volunteer will be familiarized with the Library District computers to be used for the training
Minimum Time Commitment	1-2 hours per week
Benefits	<ul style="list-style-type: none"> • Semi-annual volunteer recognition luncheon • Sharing knowledge that can help others enrich their lives • Being part of a team at one of America’s Star Libraries

If you are interested, please complete a Pueblo City-County Library Volunteer application. They are available at each library location and at the Rawlings library in the Administration wing front desk. You may return it to the library in person, by mail, fax to (719) 562-5619, or scan and email to victoria.herrera@pueblolibrary.org

Once your application is received, you will be contacted to discuss your availability and obtain a background authorization.