



# Volunteer Position Description

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**POSITION TITLE:** Computer Class Instructor

**DIVISION:** Adult Services (Reference)

**SUPERVISOR:** Adult Services Director

**LENGTH OF COMMITMENT:** Six to nine months

**TIME INVOLVEMENT:** One class per month (day or evening). Classes last approximately two hours.

**MAJOR RESPONSIBILITIES:** Teaches one computer class each month for the Adult Services Division. May teach one of the library's core classes (emphasizing basic computer, Internet, and Microsoft Suite 2010 instruction) or may develop and teach an alternative class to supplement the core curriculum. While some classes are lecture-style demonstrations, most classes are hands-on. At the James City County Library, classes are held in the Electronic Computer Learning Center (eCLIC) computer lab with eleven desktop computers. At the Williamsburg Library, classes are held in Room B or the Schell Room using wireless laptops, and are limited to 8 students. Because classes are planned and publicized well in advance, volunteers must be able to commit to their teaching schedule three months ahead of time.

**QUALIFICATIONS:** Associate or bachelor's degree preferred. Demonstrated knowledge of the Internet, email, and computer hardware. Ability to work well with novice students and to use overhead projection equipment. Ability to commit to teach a class at least three months in advance of its scheduled date. Volunteers may not have conflicts of interest.

**SPECIAL REQUIREMENTS:** Minimum age 18 (unless approved by the Supervising Librarian).