

Computer Learning Center (CLC) Volunteer Coach Level 1 Job Description

Job Summary: CLC Coach level 1 will work one-on-one with CLC users.

Job Importance: CLC Coach Level 1 volunteer will work one-on-one with job seekers in the area of basic computer skills, and navigating the web for successful job searching, etc.

Qualifications:

- Communicate effectively in English, bilingual a plus.
- Age 18 or older
- Knowledge of PC's, MS Windows, basic web searching and word processing software.
- Patience, understanding and respect for all CLC users.
- Flexibility and a sense of humor

Responsible to: Coordinator Yvette Herrera

Responsibilities/Expectations:

- Get fingerprinted by the City of Lodi Police Department, at no cost to you
- Assist CLC users with Computer Learning Center resources and equipment
- Take signups for CLC classes
- Open and close the CLC, which includes booting up and shutting down computers
- Respect CLC users right to confidentiality concerning their usage
- Notify CLC coordinator if you are unable to fulfill your time commitment

Time Commitment:

- Minimum of two hours per week for six months-flexible, open during library hours, Monday, Tuesday, Wednesday or Thursday 9am- 8:30pm Saturday or Sunday 12:00pm – 5:30 pm Closed Friday ~Weekends and evenings available
- Attend a CLC Coach Training that will include how to use the JobNow database
- Attend periodic CLC Coach In-Service Workshops

Grounds for termination:

- Violating a user's confidentiality
- Violation of City of Lodi Discrimination Policy
- Violating Lodi Public Library Computer usage policy

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