Davenport Public Library
Library Volunteer
COMPUTER LAB STEWARD

DEFINITION:

This volunteer assists student age children in the computer lab with basic computer questions. Shifts are 2 hours long.

Position scheduled at the Fairmount Library.

DUTIES AND RESPONSIBILITIES
- Assist with logging students into games and activities.
- Answer basic computer questions.
- Attempt to address minor behavior problems.
- Report behavior problems to librarian or Supervisor.

EXPERIENCE AND SKILLS
- Previous experience working with school age children.
- Basic computer experience.

ELIGIBILITY REQUIRMENTS
- Complete an application.
- Attend interview and training.
- Pass a criminal background check.
- Work one day a week for two hours a day.

PHYSICAL DEMAND FACTORS

Physical activities required of a person in this job are: seeing, hearing, talking, standing and walking for up to two hours, able to push a heavy cart, reaching above head, bending, and stooping.

The noise level in this work environment is usually moderately quiet and below 85dBAs.

The above statements are intended to describe the general nature and level of tasks being preformed by volunteers.