

South Dublin County Libraries Volunteer Position Description

Position: Basic Computer Skills Tutor.

Purpose: To teach computer skills to adult learners in a library environment covering the areas of word processing, file management, internet skills and e-mail.

Location: South Dublin County Libraries Branch Network.
(Ballyroan, Castletymon, Clondalkin, Lucan, Tallaght)

Duties:

- To deliver a structured programme in basic computing skills over a ten week period. This will consist of a two hour session each week.
- To ensure that the attendees of the sessions receive a positive experience.

Skills:

- Competency in teaching and preferably with teaching experience.
- A high level of computer literacy.

Training:

- Prior to commencement as a basic computer skills tutor there will be a compulsory half day induction / information session.

Time Commitment:

- There will be a two hour session at the same time each week.
- The position will also entail preparation for each weeks session.