

# South Branch Computer Help Desk Volunteer Job Description

<b>Task</b>	Help patrons with the public access computers.
<b>When does the task need to be done?</b>	Monday, Tuesday, & Friday During library hours
<b>Where does it need to be done?</b>	South Branch
<b>Approximately how much time is involved?</b>	As available.
<b>What skills are required?</b>	Basic computer skills and troubleshooting.
<b>Personality traits needed?</b>	Friendly, enjoy working with people.
<b>How many people are needed?</b>	1-2
<b>Who will train, supervise and evaluate the volunteer?</b>	Reference Librarian
<b>Comments</b>	Volunteer would help at the computer desk, signing patrons in for computer use. Would also answer basic computer questions.