



LAKE PARK PUBLIC LIBRARY VOLUNTEER OPPORTUNITY

Tutor For One-On-One Basic Digital Literacy

This is a six-month volunteer position of a minimum of a one-hour block of time twice weekly. The volunteer(s) will provide one-on-one tutoring for individuals who wish to learn how to navigate the internet and utilize basic technology, such as a computer or device. Videos and instructional materials will be provided for tutoring.

Required Knowledge, Skills, Ability and Experience:

- Volunteers are required to attend an orientation session at the Lake Park Public Library and be familiar with the basics of using a computer, tablet, and/or smartphone, as well as how to conduct basic internet searches and use email.
- Volunteers must possess at least an intermediate knowledge of the basics of MS Office.
- Volunteers must exhibit empathy and patience in order to effectively assist some learners who do not possess even the most basic skills (ie, using a mouse, accessing the internet, sending an email, etc).

Applications may be obtained from, and must be submitted to, the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, FL 33403. All applicants shall be subject to a criminal background check. Volunteer application forms may be downloaded from the Town's website at www.lakeparkflorida.gov. Applications will not be accepted by fax or email. Phone: 561-881-3300. The Town of Lake Park is an Equal Opportunity Employer. A copy of the Town of Lake Park's EEOP Utilization Report may be obtained upon request.