

## **Mobile Device Assistant**

### Qualifications:

- 18 years or older
- Good communication skills
- Skilled with iPhone, iPad, Kindle, Nook, or other mobile device
- Patience, courtesy, and willingness to work with individuals with varying levels of computer skills
- Reliability when scheduled to assist in a computer class

### Responsibilities:

- Be available to respond to requests from patrons as needed
- Assist users one-on-one to use their mobile devices to download e-books, audiobooks, and digital magazines
- Identify any “Frequently Asked Questions” and share with staff and other coaches; consult reference librarians as needed
- Assist with computer classes

### Training and Support:

- Volunteer orientation (online)
- Library Policies (online)

Minimum Time Commitment Requested: 2 hours per week for six months

Supervisor: Head of Adult Services or Branch Manager