

Library ICT Volunteer Post Descriptor

Purpose

To train and support individuals, or small groups of learners, with basic ICT skills in an informal library setting.

Main Tasks

- To conduct learning sessions with individuals and small groups, covering a variety of basic skills
- These sessions may be one off, or form part of a structured learning plan held over a period of 6 weeks
- Referring learners to other learning partners as required, to help them access lifelong learning opportunities, such as Aberdeen College or Community Learning

Basic Skills

- How to log onto the People's Network
- Access the Internet and local information
- Set-up and use web-based email
- Search for information using search engines, web directories and library databases
- Use the internet safely

Additional Topics

- Online Shopping & Banking
- Job Hunting Online
- Finding Health Information
- Researching Family & Local History
- Homework Help (sourcing reliable information online)
- Social Networking Sites

Administration Tasks

- Update weekly learning logs
- Monitor and evaluate learning sessions

The purpose of this post descriptor is to indicate the general level of duties and responsibilities, not to form an exhaustive list of detailed activities. The above tasks will develop in line with technological progress and library development plans.