

**Northville District Library**  
Application for  
**VOLUNTEER COMPUTER TUTOR**  
2011-2012

Welcome to Sharing Our Skills (S.O.S.) program. We are pleased you are interested in becoming a tutor and ask that you complete the following:

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Date \_\_\_\_\_ Grade \_\_\_\_\_ E-mail \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Previous volunteer experience \_\_\_\_\_

Signature \_\_\_\_\_

Please return applications by mail or to the Information Desk at the Library. You will be contacted within one week. Questions may be directed to 248-349-3020 ext. 219

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**Taking part in this program will give you the opportunity to:**

- Offer an important service to others.
- Learn important teaching skills.
- Earn Service Credit for the hours you work.

**Duties and responsibilities:**

- Attend an orientation session—10-15 minutes
- Conduct at least two 2-hour tutoring sessions during the 2011-2012 school year
- Provide one-on-one computer training for library patrons at the library computer stations
- Maintain contact with the tutor coordinator through e-mail or telephone

**Qualifications:**

- Be dependable and punctual
- Have interest in helping others
- Be able to communicate clearly and tactfully with all age groups
- Have experience with and knowledge of:
  - E-mail options
  - Internet searching
  - MS Word
  - MS Excel (basic)
  - MS Powerpoint (basic)