

Digital Learning Volunteer



Helping people to use computers and other devices for their day to day life.

<p>What would I be doing?</p>	<ul style="list-style-type: none"> • To help and support people with IT learning and develop their skills and self-confidence. • Listen sympathetically and help library users to work out solutions to their learning problems. • To assist the library staff in supporting library users with ICT skills, offering increased opportunity for group and one to one coaching. • Areas covered could include: <ul style="list-style-type: none"> • using computers, laptops and mobile devices; • basic internet use: browsing, searching, evaluating websites, basic advice on internet safety and email setup; • helping people to use online public services (gov.uk); • communication; social media, sharing photos, Skype/Facetime • finding health information; • shopping online; • job searching; • promoting lifelong learning; • signposting to further support; • helping with ICT promotions.
<p>Am I right for this opportunity?</p>	<p>This role would suit someone who:</p> <ul style="list-style-type: none"> • has good communication and listening skills; • is able to explain simple technical terms used in computing; • is competent in IT with an interest in sharing knowledge and skills; • has patience, flexibility and a good sense of humour; • has a friendly and approachable manner with an ability to encourage and motivate.
<p>What will I get from volunteering?</p>	<p>This role would help you to:</p> <ul style="list-style-type: none"> • gain experience of planning, delivering, promoting and helping with ICT learning activities; • gain experience of working with people; • increase self-confidence; • get valuable training and experience that can be included in CVs and job applications.
<p>When can I do my volunteering?</p>	<p>Sessions, activities and events take place throughout the year at varying times during the week. You will be able to state a preference for the times that you are able to volunteer with us.</p>
<p>Where will I be volunteering?</p>	<p>You will normally be expected to volunteer in a library or virtually using digital devices. Library events and activities occasionally take place at other non-library venues.</p>
<p>Who will be there with me?</p>	<p>Library staff, other volunteers.</p>
<p>Support and review</p>	<p>Regular support and guidance will be given by a named library contact.</p> <p>There will be 4 week trial period to ensure that all is going well – another volunteer role may be suggested if the trial period has shown that this would be better for both parties.</p>
<p>Training, resources and information</p>	<p>A full induction will be given, and further training offered where appropriate.</p>