



Palmdale Engaged

TIME+PASSION+SKILLS

Volunteer Public Computer Aide

The Palmdale City Library is currently recruiting a Volunteer Public Computer Aide .

This position will be part of a vibrant team of volunteers working together engage residents in a variety of community opportunities.

A successful Volunteer Public Computer Aide will have the ability to:

- ◆ Help patrons with computers – we’re looking for someone familiar with the Microsoft Office suite (in particular Word, PowerPoint , and Publisher), Adobe, Google Drive and Google Docs, creating and accessing email across various platforms (Yahoo!, Gmail, etc.), creating and opening attachments for email, and saving and retrieving files with USB drives
- ◆ Help people make reservations and print using our Envisionware computer system (Staff will provide training)
- ◆ Think on their feet and exercise sound judgment
- ◆ Interact in a friendly, patient manner with a diverse range of individuals of all ages and backgrounds
- ◆ Conduct themselves in a professional, friendly, patient manner at all times
- ◆ Maintain boundaries and be discreet when coming in contact with sensitive and private information

Volunteer Requirements::

- ◆ Available at least one weekday afternoon per week 2:00—5:00 pm
- ◆ Ability to pass a DOJ Livescan Background screening
- ◆ Strong Customer Service skills

Residents wishing to join this dynamic team are invited to apply at:

<http://www.cityofpalmdale.org/Residents/Neighborhood->

