



Coordinator of Computer Instruction



Position Overview: Coordinate volunteer instructors to provide individual or small group basic computer training for adults participating in Partners in Reading (PAR), the San José Public Library's adult literacy program. Partners in Reading enables adults to improve their basic literacy skills to achieve their goals and function more effectively at home, in the community, at work, and as lifelong learners. The successful candidate will have the satisfaction of enabling adult learners experience the world of online resources and facilitate communication between learners and their tutors. This is a great opportunity to serve the community in a leadership capacity and join forces with a dynamic team – Partners in Reading.

Responsibilities:

- Become competent with PAR literacy software
- Create workshops on basic computer skills
- Collaboration with PAR staff on volunteer recruitment and training of Computer Lab Instructors
- Schedule hours for computer instruction with PAR Learners, Tutors and Computer Lab Instructors

Benefits:

- Meaningful teaching opportunities
- Oversight of PAR's computer learning laboratory
- Interaction with a dynamic community of learners, tutors and staff of diverse backgrounds
- Educating individuals, benefitting families and the community
- Recognition and appreciation of contributions at PAR events
- The expressed gratitude of learners and tutors

Training and Support:

- Training to tutor adults with low literacy skills
- Instruction on use of literacy software
- Ongoing support provided by PAR staff members

Qualifications:

- Strong computer skills; knowledge of Microsoft Office, Internet and e-mail
- Excellent oral and written communication skills
- Experience in teaching/tutoring
- Experience in project management or program coordination
- Reliability, patience and a sense of humor
- Desire to help all members of the community achieve comfort with basic technology

Commitment:

- 6 month commitment
- Minimum 4 hours/week
- Location – Dr. Martin Luther King, Jr. Library

Contact: