

*NEW*

## **Patron Helper**

Bowman Library

Information Services Department

Flexible hours

This position involves assisting our staff by providing extra assistance to patrons who need to use technology for which they may not have the necessary skills. This can include navigating the internet, creating an email account, uploading and/or downloading documents and assistance with using our printing services.

Assistance is most needed on Saturdays between 10am and 5pm

This position requires the ability to find, read, understand, and explain information and procedures presented on websites. The volunteer must have the necessary computer skills to create and edit documents, to transfer, download and upload documents to and from email and web portals.

Volunteers will have assistance from library staff as needed.

For questions about this volunteer position please contact Cheryl McKelvey, Bowman Information Services Coordinator at [cmckelvey@handleyregional.org](mailto:cmckelvey@handleyregional.org).