Application for Teen Tech Tutor

Personal Information

Date_____Name_____

Contact Phone:_____E-mail _____

Address _____

School_____Grade_____Birthdate_____

Availability

Our Tech Drop-in Sessions are 2 Thursdays a month from 2-4 and 1 Saturday a month from 1-3. Please continue filling out this application if you can meet these time requirements.

Volunteer History

Do you have previous volunteer experience?   Yes   No

If so, briefly describe it

_____

_____

Please Check all the tech skills you have as listed below:

__ I can start up and shut down a computer

__ I can log in and out of a computer.

__I can use a mouse to point, click, and navigate

__ I can identify and navigate within various parts of the desktop

__I can identify parts of a computer: key board, monitor, tower, mouse, etc

__I can open, move, resize, scroll, and navigate within a window

__I can open a program such as word, excel, etc

__I can move between windows

__I can create shortcuts

__I can use the undo feature

__ I can select a printer

__I can save a file to a designated location

Please Check all the devices you have used as listed below:

__ Kindle

__ Nook

__iPad

__ iPhone

__Android smart phone

__Android tablets (Samsung Galaxy, Goodle Nexus, Kindle Fire etc)

__Mac

__Windows PC

What internet browsers are you familiar with:

__ Internet Explorer   __ Safari

__Firefox   __ Google Chrome   __Other

Do you have internets skills such as navigating web sites?

__Yes   __No

Please check the emails skills you have as listed below;

__Open and read e-mails   __delete e-mails

__Compose and Sen e-mails   __ Send and attachment

__reply to e-mails   __set up an e-mail account

__forward e-mails

When using Mocrosoft word you are able to:

__create a new document   __save a document

__cut, copy, and paste text   __center and align text

__change line spacing   __set margins

__change page orientation   __include page numbers/headers/footers

__create a numbered/bulleted list __create table

__attach document to e-mail   __format a document using bold, italics, and underline

Why do you want to volunteer at the library

_____

_____

Reference (not related to you):

Name_____E-mail_____

Phone_____How you are associated_____

Important Information

Those on the Teen Tech Tutor Team must be reliable and have consistent transportation.

Parent or legal guardian will be required to sign volunteer agreement after teens is brought on as a volunteer. Teens who are accepted must be able to attend mandatory training (this will count towards volunteer hours).

Please return completed applications to:

Massena Public Library, 41 Glenn Street Massena NY 13662, either by mail or dropping them off at the front desk C/O Ronnie Tatro—Youth Services.

You can also e-mail completed applications to Ronnie Tatro - vtatro@ncls.org

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