



## **Teen Tech Tutor Position Description**

Members of the Teen Tech Tutor Team will be providing tech help to adults in one on one sessions. Below are the listed skills needed to be successful at this position. If selected there will be a short training period with the head of Youth Services.

### Interpersonal Skills:

- be people-oriented
- be empathetic
- be dependable
- be stable
- be a good listener
- have integrity
- be accommodating
- have a can-do attitude
- have patience

### Tech Skills:

- basic computer skills (using a mouse and keyboard)
- email (setting up, etiquette, attaching photos/documents)
- basic Microsoft Word skills
- social media tools (Facebook, Twitter, blogs)
- internet searching (conducting basic Google searches, navigating websites)
- communication tools (using smartphones)
- familiarity with downloading ebooks onto ereader devices (i.e. Kindles, Nooks, iPads)

### Vision for this program:

- teens will provide one-on-one tech tutoring to an adult
- training will be provided to each teen tech tutor and will count towards their community service credits
- teens will learn valuable skills that will reflect well on college applications and will contribute towards their community service credits