Note: All applicants must be 14+ due to the unsupervised nature of this program. Adult volunteers welcomed with an up to date vulnerable sector screening!

Dear Computer Tutor Volunteer Applicant,

Thank you for your interest in volunteering with Vaughan Public Libraries' Computer Tutor program.

Computer Tutor connects volunteers with customers who are looking to develop their computer skills. This may include keyboard and mouse practice, tutoring on MS Word, surfing the Internet, setting up an email account, learning to use a personal iPad, an introduction to social media, or a myriad of other things. Every customer has a different learning need, so each volunteer will have a different tutoring experience.

Volunteers will meet with customers looking to develop their computer skills at the library on days and times that are suitable for the tutoring pair and the library.

To proceed with your application, please complete the following forms and submit them at the library (or libraries) where you would like to tutor:

- ☐ Computer Tutor Volunteer Application Form
- ☐ Photo permission form - **optional**

All applicants are required to attend an orientation session. However, completion of the orientation does not guarantee successful admission to the program.

If you have any questions about the Computer Tutor program or the application process, please contact an Information Staff member at your local Vaughan Public Libraries location.

Sincerely,
Vaughan Public Libraries
905-653-READ (7323)

1. Please provide your contact information. Please print clearly.

Name: _____

Address: _____

City: _____ Postal Code: _____

Telephone: _____ Email: _____

Date of Birth: _____ VPL Library Card #: _____

- ☐ I give Vaughan Public Libraries Permission to contact me regarding other volunteer opportunities
- ☐ I give Vaughan Public Libraries Permission to contact me regarding teen programs.

2. Please check off ALL the days and times you are available to participate in the program.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10-11							
11-12							
12-1							
1-2							
2-3							
3-4							
4-5							
5-6						Not Available	
6-7							
7-8							

* The greater your availability, the more likely it is that you will be matched. Please note that scheduling is based on library opening hours and staff availability. Please visit http://www.vaughanpl.info/libraries for more information about library hours. Your completed application must be returned to the library at which you would like to volunteer.

3. Please tell us more about your computer skills. Please check off the subjects you know how to do well.

Computer Basics
- ☐ mouse
- ☐ typing
- ☐ Windows

Internet
- ☐ email
- ☐ web browsing
- ☐ maps & directions
- ☐ gaming
- ☐ Google Apps/productivity

Social Media
- ☐ Instant messaging
- ☐ Facebook
- ☐ Twitter
- ☐ YouTube
- ☐ Instagram
- ☐ Pinterest
- ☐ Flickr
- ☐ Blogging
- ☐ Skype
- ☐ other (please specify): _____

Microsoft Office
- ☐ MS Word
- ☐ MS Excel
- ☐ MS PowerPoint

Other
- ☐ digital photos
- ☐ laptops and mobile devices
- ☐ other (please specify):
  _____

4. Please answer the following questions.

a) Why are you volunteering to become a Computer Tutor?

_____

_____

_____

b) Please describe any experience you have had teaching or mentoring someone.

_____

_____

_____

c) What qualities do you have that would make you a good Computer Tutor?

_____

_____

_____

d) Do you speak any languages other than English?

_____

Signature_____ Date: _____

Dear Referee,

Please use this form to provide a written reference for _____
(volunteer's name) who has applied for the Computer Tutor program at Vaughan Public Libraries. Computer tutors assist library customers with developing digital literacy skills. This may include keyboard and mouse practice, tutoring on MS Word, surfing the Internet, setting up an email account, learning to use a personal iPad, an introduction to social media, or a myriad of other things. The Library screens all volunteers by asking for written references. Your responses are confidential.

Please complete this form, seal it in an envelope, **sign across the flap of the sealed envelope,** and return it to the applicant. Thank you for your assistance and for taking the time to complete this form.

Referee: _____   _____ Name (please print)
                                              Signature

Occupation: _____

Referee's Phone number: (___)_____   Today's Date: _____

How long have you known the applicant? _____

Questions

1. How do you know the applicant?

    _____

    _____

2. What words would you use to describe this person?

    _____

    _____

3. Have you had the opportunity to see this person interact with other people? If so, describe the experience.

    _____

    _____

4. Do you think this person will be suitable for the Computer Tutor program? Why or why not?

    _____

    _____

5. On a scale of 1-5 (5 being the highest) please indicate how you feel the applicant scores on the following personal characteristics (circle the appropriate number for each characteristic).

Characteristic					
Responsibility	1	2	3	4	5
Dependability	1	2	3	4	5
Work Ethic	1	2	3	4	5
Computer/Digital Skills	1	2	3	4	5
Patience	1	2	3	4	5

6. Is there anything else you would like to tell us about this person?

    _____

    _____

    _____

Vaughan Public Libraries may contact you to confirm the information provided. If you have any questions or concerns, please contact Vaughan Public Libraries at (905) 653-READ.

Dear Referee,

Please use this form to provide a written reference for _____
(volunteer's name) who has applied for the Computer Tutor program at Vaughan Public Libraries. Computer tutors assist library customers with developing digital literacy skills. This may include keyboard and mouse practice, tutoring on MS Word, surfing the Internet, setting up an email account, learning to use a personal iPad, an introduction to social media, or a myriad of other things. The Library screens all volunteers by asking for written references. Your responses are confidential.

Please complete this form, seal it in an envelope, **sign across the flap of the sealed envelope,** and return it to the applicant. Thank you for your assistance and for taking the time to complete this form.

Referee: ___   _____ Name (please print)
                              Signature

Occupation: _____

Referee's Phone number: (___)_____   Today's Date: _____

How long have you known the applicant? _____

Questions

7.   How do you know the applicant?

_____

_____

8.   What words would you use to describe this person?

_____

_____

9.   Have you had the opportunity to see this person interact with other people? If so, describe the experience.

_____

_____

10. Do you think this person will be suitable for the Computer Tutor program? Why or why not?

_____

_____

11. On a scale of 1-5 (5 being the highest) please indicate how you feel the applicant scores on the following personal characteristics (circle the appropriate number for each characteristic).

Responsibility	1	2	3	4	5
Dependability	1	2	3	4	5
Work Ethic	1	2	3	4	5
Computer/Digital Skills	1	2	3	4	5
Patience	1	2	3	4	5

12. Is there anything else you would like to tell us about this person?

_____

_____

_____

Vaughan Public Libraries may contact you to confirm the information provided. If you have any questions or concerns, please contact Vaughan Public Libraries at (905) 653-READ.

Vaughan Public Libraries

Photo Permission Form - Optional

*Persons **18 years** of age and older*

I _____, hereby give permission for the photograph(s) taken at all Computer Tutor activities throughout the year to be used by Vaughan Public Libraries and/or the media in electronic or print publications, and online communication vehicles, to promote the Libraries' programs and services.

If the photograph is used in a publication:
☐ I authorize my full name to be used
☐ I do not authorize my name to be used

Signed _____

Under 18 years of age (parental consent is required)

I, _____(*first & last name of parent/guardian*), parent/guardian of _____(*first & last name of child*), hereby give permission for the photograph(s) taken at all Computer Tutor activities throughout the year to be used by Vaughan Public Libraries and/or the media in electronic or print publications, and online communication vehicles, to promote the Libraries' programs and services.

If the photograph is used in a publication:
☐ I authorize my son or daughter's full name to be used
☐ I do not authorize my son or daughter's name to be used

Signed _____

Revised December 2018