

TECH COACHES Volunteer Application

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

Dear *Tech Coaches* Volunteer Applicant,

Thank you for your interest in volunteering with Vaughan Public Libraries' *Tech Coaches* program.

Tech Coaches connects volunteers with customers of all ages as they engage with various tools and technologies in library programming. Based on your availability and skills, you will be asked to assist staff and customers in a variety of library programs. You may work one-on-one with adults learning basic computer skills and social media in *Tech 1-On-1*, or you may work with children in our various STEAM programs like *Beginner 3D* and *STEAM Club*. You can let us know if you have a preference in your application form.

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

- Tech Coaches Application Form
- 2 Reference Letters
- 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 *Tech Coaches* 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)

TECH COACHES Volunteer Application

| VOLUNTEER JOB DESCRIPTION | |
|---|------------------------------------|
| JOB TITLE: | Tech Coaches - UNSUPERVISED |
| REPORTS TO: | Information Staff |
| SUMMARY Under the direction of a designated supervisor, provide staff assistance before and after programs and provide technology assistance to customers attending VPL programs. | |
| RESPONSIBILITIES <ol style="list-style-type: none"> 1. Provide technology support in a variety of library programs for customers of all ages. 2. Create an encouraging and positive environment for library customers. 3. Good attendance and punctuality is required. 4. Supports the <i>Mission, Vision</i> and <i>Values</i> of Vaughan Public Libraries. 5. Responsible following Health & Safety policies and procedures. 6. Record hours worked and tasks accomplished if required for community service placements. 7. Other duties as assigned. | |
| QUALIFICATIONS <ul style="list-style-type: none"> • Completed Grade 8 and a minimum of 14 years of age. • Proficient in relevant computer technologies and programs. • Ability to communicate courteously and effectively. • Enthusiasm for working with adults and seniors. • Patient, dependable, and reliable. | |
| TIME COMMITMENT <ul style="list-style-type: none"> • The number of scheduled programs will be dependent upon the availability and the preference of the volunteer. • In volunteering for Tech 1-On-1, the commitment is 1 hour per week. | |
| APPLICATION PROCESS <ul style="list-style-type: none"> • Volunteers must complete and submit a Tech Coaches application. • Volunteers must submit two reference letters. • Volunteers must successfully complete an interview if required by library staff. | |
| TRAINING <ul style="list-style-type: none"> • Volunteers must attend an orientation/training session prior to participating in the program. | |
| BENEFITS <ul style="list-style-type: none"> • Volunteers will gain valuable work experience, and develop teamwork and leadership skills. • Volunteers will earn community service hours for their secondary school diploma. | |

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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.

1. 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 | | | | | | | |

* Please note that scheduling is based on library opening hours and program scheduling. 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.

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

Computer Basics

- Windows
- Email
- Web Browsing
- Microsoft Office
- Laptops and mobile devices

Social Media

- Instant messaging
- Facebook
- Twitter
- YouTube
- Instagram
- Pinterest
- Blogging
- Skype

Creation Spaces

- Coding
- Robotics
- Circuitry and Electronics
- 3D Printing and Design
- Virtual Reality
- Maker Equipment
- Gaming
- Photography/Videography
- Music

TECH COACHES Volunteer Application

3. Please answer the following questions.

a) Why do you want to volunteer with Vaughan Public Libraries?

b) Please describe your relevant volunteer and/or work experience.

c) What qualities do you have that would make you a good Tech Coach?

d) Do you have any experience working with children? If so, please explain.

e) Would you prefer working with children, adults, or both?

f) Do you speak any languages other than English?

Signature _____ Date: _____

Vaughan Public Libraries endeavours to provide a safe environment for all library users. In keeping with this objective, applicants over 18 will be asked to complete a Police Vulnerable Sector Check prior to the commencement of their volunteer work. The fee for the Police Vulnerable Sector Check will not be refunded to Reading Buddy applicants.

Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1990, MFIPPA\Regulation 29. Personal information collected on these forms is used to contact program participants. After the program the forms are destroyed and non-identifying statistical information is retained. Questions regarding the collection of this information should be directed to the Chief Executive Officer, Vaughan Public Libraries, 2191 Major Mackenzie Drive, Vaughan, Ontario, L6A 4W2, 905-653-READ (7323).

TECH COACHES Volunteer Application

Dear Referee,

Please use this form to provide a written reference for _____
(volunteer's name) who has applied for the *Tech Coaches* program at Vaughan Public Libraries. The *Tech Coaches* program requires volunteers to provide technology assistance to customers of all ages in library programs. 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.

TECH COACHES Volunteer Application

4. Do you think this person will be suitable for the *Tech Coaches* 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).

| | | | | | |
|-------------------------|---|---|---|---|---|
| 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.

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Photo Permission Form - Optional

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

I _____, hereby give permission for the photograph(s) taken at all *Tech Coaches* 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 *Tech Coaches* 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 _____

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