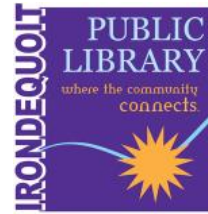


Irondequoit Public Library
1290 Titus Avenue
Rochester, NY 14617



Teen Tech Tutor Volunteer Application

Date _____

Name _____
(Last) (First)

Address _____

Phone number: _____ Email _____

School: _____ Grade: _____

How many hours do you wish to volunteer at the library? (1-4 hours a week) _____

Availability:	Sun	M	Tu	W	Th	F	Sat
Times:							

Volunteer History

Have you had previous volunteer experience? Yes No

If "yes," please answer the following questions:

Name of Organization _____

What did you do as a volunteer? _____

Do you own a computer and/or laptop? (it is not required that you own a computer/laptop)

Yes No

Please check all of the tech skills you have below: (Windows PC environment)

- I can use a mouse to point, click, double-click, and drag.
- I can identify and navigate within various parts of the desktop: Taskbar, Start Menu, Icons.
- I can open, move, resize, scroll, and navigate within a Window.
- I can open a program (i.e. Word, Excel, Internet)
- I can move between two or more Windows/Tabs.
- I can copy, move, paste, and rename files, folders, and icons.
- I can create and use Shortcuts.
- I can use the Undo feature.
- I can save a file to a designated location.

What kind of technical devices do you own? (you are not required to own any of these devices- check all that apply)

- Kindle
- iPhone
- Nook
- Android smartphone
- Android tablets (Samsung Galaxy, Google Nexus, Kindle Fire)

What kind of technical devices have you used before? (check all that apply)

- Mac
- Android smartphone
- Nook
- iPhone
- Windows PC (personal computer)
- Android tablets (ex. Samsung Galaxy, Google Nexus, and/or Kindle)
- iPad
- Kindle

What Internet browsers are you familiar with? (check all that apply)

- Internet Explorer
- Google Chrome
- Safari
- Other: _____
- Firefox

Please check all Internet skills that you have:

- I can locate a website when given the address.
- I can use a browser's capabilities to go back, forward, reload/refresh, print and stop.
- I can find information using a search engine such as Google or Yahoo.
- I know how to use MapQuest and/or Google Maps.

Have you downloaded an eBook onto an eReader device? (We will train you on how to do this if your answer is "no.")

- Yes No

Please check the email skills that you have below:

- I can compose and send emails.
- I can reply to emails.
- I can delete emails
- I can set up an email account.
- I can read emails.
- I can forward emails.
- I can send attachments through email.

When using Microsoft Word, are you able to...? (check all that apply)

- create a new document
- insert page numbers
- save a document
- use headers and footers
- cut, copy and paste text
- create a numbered or bulleted list
- center text
- create a table
- change the line spacing in a document
- insert graphics, images or clip art
- set margins
- attach a Word document to an email
- change the page orientation from portrait to landscape
- format a document using bold, italics, and underline

Why do you want to volunteer at the Library?

Reference (not related to you)

Name: _____ Email: _____

Phone: _____

Important Information:

- tech tutors must have consistent transportation
- tech tutors must be reliable
- a parent/guardian signature will be required for teens under 18 years old who are approved after the interview process
- teens who are accepted must be able to attend a mandatory training (this will count towards community service hours)

Please return completed application to Craig Marasco

Applicants may drop off applications in person or email: craig.marasco@libraryweb.org

Irondequoit Public Library