



Teen Tech Tutor Application - 2017

Teen Tech Tutors will assist the public with basic computing needs.

Personal Information

Name _____ Home phone _____

Address _____ City _____ State ____ Zip _____

Email Address _____

School _____ Grade _____ Date of Birth (Month/Day/Year) _____

Please list your availability for the following Tech Tutor slots:

Days:	M	TU	W	TH	F	Sa	Su
Tech Tutor Slots:	9-1, 1-5, 5-9	9-1, 1-5, 5-9	9-1, 1-5, 5-9	9-1, 1-5, 5-9	9-1, 1-5	9-1, 1-5	12-4
Availability:							

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 start and shut down a computer.
- I can log in and out of a computer.
- 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 identify parts of a computer: keyboard, monitor, tower, mouse, speakers, printer, ports, disc/CD-ROM drive.
- I can open, move, resize, scroll, and navigate within a window.
- I can open a program (i.e. Word, Excel, Internet Explorer).
- I can move between two or more windows.
- I can copy, move, paste, and rename files, folders, and icons.
- I can create and use desktop shortcuts.
- I can use the "undo" feature.
- I can select and use a printer.
- 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
- iPad Android tablets (Samsung Galaxy, Google Nexus, Kindle Fire)

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

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

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

- Internet Explorer Safari I don't know
 Firefox Google Chrome Other: _____.

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

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

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

Please return completed application to:

Kirstra Otto c/o Greece Public Library, 2 Vince Tofany Blvd, Greece, NY 14612

Email: kirstra.otto@libraryweb.org