Description of Duties from Idaho Commission for Libraries BTOP project:

- Age requirement: 18 or older are preferred, however you can place appropriate youth down to the age of 16 into the work experience by having parents sign a Children’s Internet Protection Act (CIPA) parent permission form.

- IYC Summer Work Experience may begin anytime after May 1st, and must be completed no later than September 30th.

- Some libraries are open only part-time hours, and in this case the job will only be a part-time job. Other libraries are open more than 40 hours a week. In this case, there may be two Youth Corps members assigned to that library, perhaps part-time. There are some libraries where a bi-lingual (Spanish/English) Youth Corps member would be especially helpful.

- WIA Youth Corps working this summer in public libraries involved in the "online @ your library" project will be assigned to the public library in their town. They will work with library visitors using the libraries new public access computers -- helping users get online, tutoring and coaching users, one-on-one on basic digital literacy. Each Youth Corps member will complete an on-line training to be a Digital Literacy Coach, and will use on-line training materials as they coach. The training begins with a series of lessons designed to inform coaches of essential project skills: accessing the digital literacy training on-line, getting learners started, being respectful and adaptive to a wide variety of learners, and logging time for project monitoring. The digital literacy training for library patrons covers: basic computer skills like using the mouse, keyboarding, and understanding how to use Windows operating systems. Additionally, learners will see how to access and make the most of the Internet, including email, social networking, search, and Internet safety. Content presented is self-paced and adapts to the learner’s digital literacy skills and preferred language (English or Spanish).

- Youth Corps members will also be doing other tasks in support of public access computing in the library. These may include updating software, cleaning up computer desktops, updating info about on-line services, helping with public information about public access computing at the library, and more. Coaches are also required to complete a monthly report on the number of people they have helped in various ways with public access computing.

- When not busy digital tutoring and coaching, helping other library patrons with computers, or working in other ways to support public access computing in the library, the Youth Corps member will be available to the library director for "other duties as assigned." These duties might range from shelving books, helping with the summer reading program for young children, to helping with library maintenance.