

POSITION DESCRIPTION

DIGITAL LITERACY TRAINER*

Primary Duties

Plan, schedule and conduct computer training in a classroom setting. (e.g., prepare materials and teach sessions, obtain training materials, equipment & supplies). Demonstrate comfort and ease speaking in a classroom situation. Organize presentations of information into logical sequences and/or step-by-step processes.

Work with inexperienced learners to provide one-on-one assistance either on a drop-in basis or scheduled appointments. Explain complex technological concepts in simple and clear terms through effective instruction. Use images and graphical representations to support language-based explanations.

Develop new computer training. Provide ideas for, plan and lead new technology training based on needs in the community.

Engage the community. Make connections with individuals and volunteers in the community for program outreach and program enhancement. Respond to community needs through surveys and other tools.

Market computer training and other digital resources. Prepare and distribute fliers and/or correspondence to announce training programs.

Maintain Records. Maintain accurate records of training programs offered and participants in each.

Perform specific duties needed by the community. Based on the needs and demographics of the community served, members may perform functions to serve targeted populations.

Attitudes and General Responsibilities

Flexibility. Demonstrate flexibility and an eagerness to learn new ideas.

Show interest in helping others. Alleviate barriers to computer and internet adoption. Display comfort working with a wide range of socio-economic backgrounds.

Support colleagues. Assist coworkers, fellow AmeriCorps members, site supervisor, and administrative staff in duties as appropriate and necessary.

Communicate. Consult with supervisor on issues or concerns to find solutions.

Respect others. Respect confidentiality and privacy of library patrons and coworkers.



Essential Skills

- Ability to use and understand a PC desktop and/or laptop computer, including a mouse, printer, scanner and other peripherals.
- Familiarity with major internet browsers including but not limited to: Internet Explorer, Chrome, Firefox, and Safari.
- Knowledge of common communication technologies such as email and social media.
- Knowledge of Microsoft Office products such as Word, Publisher, Powerpoint and Excel.
- General understanding of the functionality of eReaders, smartphones, and tablet computers.
- General understanding of digital media such as eBooks.
- High School Diploma or equivalent.

Desired Skills

- Experience teaching or tutoring others.
- Experience working or volunteering in a public library

Training

- Enhance existing skills through webinars and other continuing education events.
- Acquire deep knowledge of community planning tools, including surveys and other target approaches.
- Develop teaching and instructional skills, especially presentations skills, instructional design and active learning techniques.

Compensation

- One year contract position paying \$12.00 per hour. No benefits.

*adapted from the Guiding Ohio Online AmeriCorps Position Description

