

Job Title: Digital Literacy Trainer
Department: Public Services
Job Type: Part-time (15-30 hours/week)/ Full-time (32-40 hours/week) Non-exempt

POSITION OVERVIEW: Under the general supervision of the Cardington-Lincoln Public Library and Mt. Gilead Public Library Directors, the Digital Literacy Trainer assists patrons and staff with general technology issues and learning. The DLT also collaborates with area community organizations and schools to offer technology assistance and basic technology classes. This is a grant-funded contracted position ending June 30, 2024.

ESSENTIAL FUNCTIONS:

- 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 flyers 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.

SKILLS AND ABILITIES:

- Ability to pass a background check.
- 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, Edge, 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.
- Strong analytical, negotiating, and problem-solving skills.
- Must have the ability to learn and become proficient in functions required to perform job duties, working effectively independently or as part of a team to complete tasks as assigned.
- Must exhibit effective communication skills, interpersonal skills and flexibility when collaborating with fellow staff and the public.
- Ability to plan, schedule, and organize work effectively, and meet deadlines.
- Ability to maintain a regular and flexible work schedule that may include nights and weekends.

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent required.
- Bachelor's degree strongly preferred.
- Previous work experience in a customer service and/or teaching setting required.
- 1-3 years' experience working in a library setting strongly preferred.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

- Ability to lift and move up to fifty pounds.
- Sitting, standing, walking, climbing (including stairs) and stooping, bending, twisting and reaching (up, across, and down). Must be able to sit and stand for long periods of time.
- Typing, writing, filing, sorting, shelving, and picking up and shelving books.
- Pushing and pulling: objects weighing up to 60-80 pounds on wheels.
- Able to work in enclosed space and remote locations for extended periods of time.
- Able to work in environmental conditions which may include exposure to dust, dirt, heat, cold, noise, fumes, odors, vibrations, wetness and humidity, and temperature changes.
- Able to use the following: building security systems, computer workstation, copy machine, telephone, and other readily available technology.

COMPENSATION:

This position is an independent contractor position paying \$16.00 per hour for full-time (part-time available, pay adjusted according to grant budget requirements) and offers no benefits. This is a one-

year grant-funded position with a current contract period ending June 30, 2024, potential for employment beyond that date.