

# 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 languagebased 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.

## 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 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, 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.
- 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

This position is an independent contractor position paying \$15.00 per hour for full-time (part-time available, pay adjusted according to grant budget requirements) and offers no benefits. This is a oneyear grant-funded position with a current contract period ending June 30, 2023, potential for employment beyond that date contingent on continued grant funding.

## Schedule

Full time: Monday- Thursday (10:30 AM-7 PM) and occasional Friday (3-7 PM) or Saturday (10:30 AM-2 PM), depending on library needs Part-time: Combination of mornings, afternoons, evenings Monday- Thursday (10:30 AM-7 PM) and occasional Friday (3-7 PM) or Saturday (10:30 AM-2 PM), depending on library needs

To Apply, please email your cover letter and resume to Kelsey Wicker, Assistant Director, at [kwicker@cardlinc.org](mailto:kwicker@cardlinc.org). Applications received by Saturday, November 12, 2022 will receive first priority.

