

**Position Title:** Digital Literacy Trainer for Seniors

**Classification:** @NS Posting

**Rate of Pay:** \$15/hour

**Introduction:**

Location: Truro Public Library, 754 Prince St.

Proposed Start Date: February 3<sup>rd</sup>, 2020

Work Term: 18.5 hours/week for 13 weeks (245 hours total)

Working under the direction of the Head of Adult and Circulation Services and Executive Director of @NS, your job will be to help members of the public, primarily Seniors, learn to use computer hardware and software components. This includes navigating the internet, learning to use certain types of software (eg: Microsoft Office), email, social media and learning to use new hardware like tablets and smartphones in group or one-to-one sessions. As well, the successful candidate will be working with local non-profits to train their staff and volunteers on social media. We are looking for someone who is highly motivated, a self-starter and a team player.

**Duties and Responsibilities:**

- Review and update previously created training materials in order to ensure they are relevant.
- Test and update previously purchased equipment (tablets)
- Develop and deliver lessons, both group and one-on-one, based on needs identified for Seniors living in the community.
- Determine what resources are needed for training Develop PowerPoint presentation(s) as required Create promotional materials (Flyers, posters, online ads, etc).
- Create handouts and cheat sheets for tablets, laptops, mobile devices, software, etc.
- Create an exit survey for one-on-one and group sessions to ensure numbers and types of learning are being tracked.
- Create a form to collect as many statistics as possible Respond to trends discovered in exit interviews and the local community.
- In some Community Technology sites (where the technology exists), demonstrate to the public how to use 3D printers, Lego Robotix, Makey Makey and other specialized pieces of technology.
- Liaise with the local non-profit community and provide social media training for staff and volunteers..
- Explore new technologies acquired by sites and determine how they can be best used.

**Qualifications:**

- Be a Canadian citizen, a permanent resident, or a person who has refugee protection which has been conferred under the Immigrations and Refugee Protection Act and is legally entitled to work according to the relevant provincial/territorial legislation and regulations
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- A successful RCMP Criminal Records Check
- A valid driver's license and access to reliable transportation (proof of insurance required)

**Criteria & Skills:**

- Must be familiar with and have a working knowledge of hardware like laptops, tablets and smartphones and software like Windows, Android and iOS and Microsoft Office
- Ability to work independently with little supervision
- Comfortable delivering programs to all ages but particularly with Seniors
- Ability to meet strict deadlines
- Effective Communicator with strong interpersonal skills and written communication
- Demonstrated experience in dealing with the public and community organizations
- Be courteous and professional
- Strong organizational and leadership skills
- Willingness to work evenings and weekends

**Application Procedure:**

Please submit resume with cover letter clearly outlining the qualifications and skills you have that match what is outlined above via email to Lesley Brann at [asjob@cehpubliclibrary.ca](mailto:asjob@cehpubliclibrary.ca) or in person to:

Lesley Brann  
Head of Adult and Circulation Services  
Truro Public Library  
754 Prince Street, Truro, NS, B2N 1G9

Deadline for applications is January 17<sup>th</sup> at 4:30pm.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.