

# **SUMMER JOB OPPORTUNITY**

## **Digital Literacy Trainer**

The Isaiah W. Wilson Memorial Library (Digby) has an opening for a Digital Literacy Trainer to work 8 weeks for 32 hrs/wk. (July 4<sup>th</sup> – August 26<sup>th</sup>). Pay is \$14.50 hr.

The following conditions apply to the internship:

- be between 15 and 30 years of age at the start of the employment
- 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/or access to reliable transportation

Duties and Responsibilities:

The Digital Literacy Trainers primary duties involve assisting patrons using the public access computers and providing one-on-one training as requested. The trainer will also be responsible for creating training and promotional material as well as providing workshops related to technology (ie. Simple coding for kids, social media, etc.) and assisting library staff with summer programs. The trainer may also be required to attend local events to promote the library.

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, from small children to 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
- Strong organizational and leadership skills
- Willingness to work evenings and weekends

Please respond by email to Ryan McKenzie,  
systemsadmin@westerncounties.ca by June 22<sup>nd</sup>, 2022  
Please include a cover letter and your resume.