

**Digital Literacy Trainer**  
**@NS**

**Location:** Shelburne Branch, Western Counties Regional Library  
**Proposed Start Date:** Wednesday, July 2, 2025  
**Rate of Pay:** \$16.50/hour  
**Work Term:** 33 hours/week for 8 weeks (264 hours total)

**Introduction:** Working under the direction of the Western Counties Regional Library (WCRL) Systems Administrator and Executive Director of @NS, the digital literacy trainer will help members of the public learn to use computers and mobile technology as well as software and Apps on these devices. This includes navigating the Internet, learning to use certain types of software (eg: Microsoft Office), email and social media. We are looking for someone who is highly motivated, a self-starter and a team player.

**Duties and Responsibilities:**

- Review and update existing training materials.
- Develop and deliver training, both group and one-on-one, based on needs identified in the community.
- Determine what resources are needed for training.
- Create presentations, handouts and promotional materials as required.
- In some Community Technology sites (where the technology exists), demonstrate to the public how to use LEGO Robotix, Makey Makey and other specialized pieces of technology.
- Explore new technologies acquired by sites and determine how they can be best used.
- To work with traditionally marginalized groups, such as people with disabilities, immigrants and refugees, Indigenous people, members of visible minorities, unhoused people, children and youth, those with employment barriers, seniors, the 2SLGBTQ+ community, and girls and women to encourage an interest and increased understanding of technology and STEM.

**Qualifications:**

- 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 licence and/or access to reliable transportation

**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 and writing skills
- Experience in dealing with the public and community organizations
- Strong organizational and leadership skills
- Willingness to work evenings and weekends

Please submit resume with cover letter clearly outlining the qualifications and skills you have that match what is outlined above via email to Ryan McKenzie, Systems Administrator, Western Counties Regional Library, at [systemsadmin@westerncounties.ca](mailto:systemsadmin@westerncounties.ca).

Deadline for applications is Friday, May 30, 2025. We thank all applicants for their interest; however, only those selected for an interview will be contacted.