

## Job Posting

[valleylibrary.ca](http://valleylibrary.ca)

At the Annapolis Valley Regional Library, we are passionate about connecting people with knowledge, fostering community engagement, and embracing innovation. We are more than just books: we are a vibrant hub for learning, creativity, and connection. Whether it's curating resources that empower our diverse community, hosting dynamic programs, or providing access to new technologies, we strive to make a meaningful impact every day.

As a part of our team, you'll work in a collaborative and forward-thinking environment where new ideas are encouraged, professional growth is supported, and every day brings the opportunity to inspire and be inspired. If you're ready to be a part of an evolving, community-driven organization that values inclusivity, creativity, and lifelong learning, we'd love to hear from you!

The Annapolis Valley Regional Library is looking to fill full-time **Digital Literacy Trainer** term positions from June 27 to August 22, 2025. **These positions are contingent upon the availability of grant funding.**

### Summary:

Working under the direction of the Coordinator of Public Services, your job will be to help members of the public learn to use computer hardware and software components. This includes navigating the internet, learning to use certain types of software, email, social media, and learning to use new hardware, such as tablets and smartphones, in group or one-to-one sessions. We are looking for employees who are highly motivated, self-starters and team players.

Position: Digital Literacy Tutor

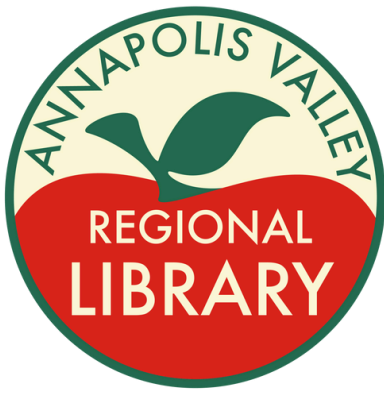
Location: Multiple branch locations within the Annapolis Valley

Status: Term position- 35 hours/week for 8 weeks from June 27 to August 22, 2025

Salary range 2024-2025: \$17.00 per hour

Hours per pay period: 70 hours

Annapolis Valley Regional Library is committed to inclusive, accessible, and barrier-free employment that reflects the diversity of our community. We welcome applications from qualified individuals including members of racialized groups, Indigenous Peoples, persons with disabilities, and those of any sexual orientation or gender identity. If you require accommodation, please let us know; we are happy to ensure a barrier-free hiring process. For more information please visit: <https://valleylibrary.ca/services/accessibility/>



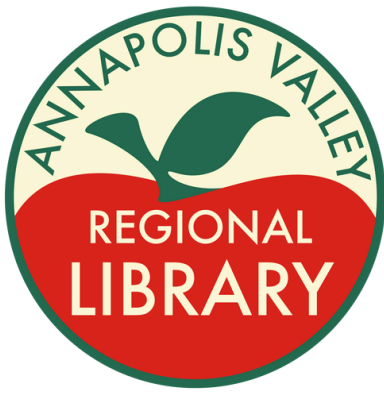
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### Duties:

#### *Library Programming*

- Develop and deliver lessons, both group and one-on-one, based on needs identified in the community.
- Determine what resources are needed for training, develop presentation(s) as required, and review and update previously created training materials to ensure relevance.
- Create promotional materials, handouts, and cheat sheets for tablets, laptops, mobile devices, software, etc.
- Monitor statistics and create an exit survey for one-on-one and group sessions to ensure numbers and types of learning are being tracked, and respond to trends discovered in exit interviews and trending topics the local community.
- Demonstrate how to use 3D printers, Lego Robotix, Makey Makey, and other specialized pieces of technology.
- Liaise with the local business community and provide social media training for business owners.
- Explore new technologies acquired by sites and determine how they can be best used.
- Work with traditionally marginalized groups such as people with disabilities, immigrants and refugees, Indigenous Peoples, members of visible minorities, the unhoused, children and youth, those with employment barriers, seniors, the LGBTQIA2S+ community, and girls and women to encourage STEM use and to provide support with the navigation of the many resources on the internet that may help alleviate their plight and increase their interest in technology.



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### Education and Experience:

- 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 and a Child Abuse Registry Check
- A valid driver's license and/or access to reliable transportation to move between multiple branches per day

### Knowledge and Abilities Required:

- Must be familiar with and have a working knowledge of hardware like laptops, tablets, and smartphones and software like Windows, Android, iOS, Microsoft Office, and Google
- 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
- Ability to work nights and weekends as required

Please note that only applicants selected for an interview will be contacted. Qualified candidates are asked to submit a resume and cover letter (in PDF format) indicating how they meet the qualifications of this position to Samantha Driscoll, Human Resources Manager, via email at: [sdriscoll@valleylibrary.ca](mailto:sdriscoll@valleylibrary.ca) on or before May 28, 2025. Alternative formats for this document are available upon request. Please contact Human Resources for assistance.