

Full-time Digital Literacy Trainer Position – Grant Funded

The North Canton Public Library and the Canal Fulton Public Library have a shared opening for a full-time Contracted Digital Literacy Trainer Position. It is a grant funded position. This project is made possible in part by the Institute of Museum and Library Services and the State Library of Ohio. The hourly rate for this position ranges from \$15.00 to \$17.00 per hour. In addition to working as an independent contractor for the North Canton Public Library and the Canal Fulton Public Library, the successful candidate will also have the opportunity to participate in continuing education at no cost during grant period of July 2025 through June 2026. This could include attendance at Ohio Library Council or North East Ohio Regional Library System events or trainings, to name a few.

The North Canton Public Library's mission is to provide diverse, quality programs, services and resources for everyone. We support relationships that empower individuals to pursue enlightenment and enhance knowledge.

The Canal Fulton Public Library's mission is to serve the educational, cultural and social needs of our communities by providing access to materials, information technology and services.

This position assists in accomplishing that mission by:

- Creating programming according to the community's needs and with the available library resources
- Working with library customers in one-on-one assistance either on a drop-in basis or scheduled appointment.
- Planning, schedule and conduct digital literacy training in a classroom setting.
- Developing new digital literacy training.
- Engaging the community.
- Maintaining attendance and survey records.
- Performing specific duties needed by the community.
- Demonstrating an interest in and ability to use and troubleshoot technology of all kinds while helping patrons.
- Enforcing policies and procedures regarding safety, training and access to equipment.
- Providing consultative technical and training support and services to Computer Room and Makerspace users.
- Acting as a mentor by connecting patrons and staff with information, tools, and resources to pursue their passions.
- Assisting patrons in the Computer Room and with MakerSpace equipment.
- Taking part in technical training in-house and offsite training session.

Education/Experience

Prefer degree from an accredited college or university or an equivalent combination of higher education, experience, certification, and training which provides the knowledge, skills and abilities to perform the work associated with this position.

Essential skills of the Position

- 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: Chrome, Firefox, Internet Explorer, and Safari.

- Knowledge of a variety of apps for smartphones and other devices.
- Knowledge of common communication technologies such as email and social media.
- Knowledge of Microsoft Office products such as Microsoft Word, Publisher, PowerPoint and Excel.
- General understanding of the functionality of eReaders, smartphones, and tablet computers
- General understanding of digital media such as eBooks, digital magazines, and streaming video.
- Performs information desk and Makerspace duties for customers of all ages.
- Ability to communicate effectively, orally and in writing.
- Enthusiastic about excellent customer service for internal and external customers.
- Willingness to explore and research solutions to software and hardware problems as they arise.
- Confidence, experience, and ability to instruct in the use of various forms of technology, including digital devices.
- Cooperative, flexible, optimistic, and positive attitude.
- Work well independently and as a team member.

Position Type and Expected Hours of Work

This is a full-time contract position which is grant funded working 40 hours a week, 20 hours at each library location. Days and hours of work vary by schedule, working from home on Fridays is included in the schedule. Evening and weekend work will be required as schedule demands.

If you are interested in this exciting opportunity, please email your resume and cover letter to Kayla Moles, HR Specialist/Deputy Fiscal Officer at kmoles@northcantonlibrary.org