The Pictou Antigonish Regional Library is
now accepting applications for the following position:

Seniors Technology Trainer

Location: Various Locations throughout Pictou and Antigonish Counties
Proposed Start Date: February 12th, 2018
Rate of Pay: $15/h
Work Term: February 12th, 2018 – April 30th, 2018 (Maximum of 200 hours)

Introduction: Working under the direction of the Community Technology Manager, as well as the Executive Director for @NS, your job will be to develop resources for training seniors in the use of tablets, computers and other Internet connected devices and the delivery of related workshops and information in group or one-on-one sessions. We are looking for someone who is highly motivated, a team player and is willing to travel to various location.

Duties and Responsibilities:
- Review and update previously created training materials in order to ensure they are relevant.
- Develop lessons, both group and one-on-one, based on need identified in the community.
- Determine what resources are needed for training
- Develop PowerPoint presentation(s) as required
- Create promotional materials
- Create handouts and cheat sheets for tablets, laptops and mobile devices
- Create an exit survey for one-on-one and group sessions to ensure numbers and type of learning are being tracked
- Create a form to collect as many statistics as possible – respond to trends
- Other duties as identified as project moves forward
- Meet with the Community Technology Manager and the @NS Executive Director (and possibly others) as required for direction and action either online or in person

Qualifications:
- High School diploma with some post secondary education
- Be a Canadian citizen, a permanent resident, or a person who has refugee protection 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
- 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
- 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

Please submit resume with cover letter clearly outlining the qualifications and skills you have that match what is outlined above to:

Melanie Pauls
283 Main Street
Antigonish, NS
B2G 2C3
mpauls@nsngp.library.ns.ca
(fax) 902-863-9318

Only those selected for an interview will be contacted.