



Technology Tutoring Assistant

Are you passionate about technology? Want to make a difference in your community? We are seeking an enthusiastic, motivated, and talented individual to work as our Tech Tutoring Assistant this summer!

Start date: July 4, 2023 **Contract Length:** 8 weeks **Full-Time Hours:** 35 a week

Pay: \$20/hour **Schedule:** Includes evenings and weekends

This position is made possible by the Government of Canada's Summer Jobs program. All applicants must be:

- between 15 and 30 years of age at the start of employment
- a Canadian Citizen, permanent resident or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and is legally entitled to work according to the relevant provincial legislation and regulations.

Duties:

- Conduct one-on-one tutoring sessions with library patrons on technology basics.
- Provide assistance to Makerspace Facilitator with digital literacy classes.
- Work at the service desk checking items in and out and providing reference services.
- Other library duties as assigned.

Qualifications:

- Candidate should have a basic understanding of library functions, procedures and role in the community.
- Patience.
- Good organizational skills.
- Customer Service experience preferred.
- Experience and understanding of tech software and hardware.
- Experience in use of social media,
- Interest in working with older adults.
- Interest in assisting people to understand the use of their tablet, cellphone, PC.
- Be passionate about diversity, equity and inclusivity.

To apply send cover letter and resume to notlplcareers@gmail.com by Friday May 26th @ 11:59PM