


Literacy Society

 of the North Okanagan

Coordinator: Adult Digital Literacy

Job Summary

This is a two- year grant-funded position that runs approximately September through May annually, with a possibility of extension or expansion.

The Digital Literacy Coordinator is responsible for developing and managing an expanded community adult digital literacy program for adults. This will include a training program for volunteers, coordinating and designing a series of workshops in collaboration with a facilitator, recruiting volunteers, and promotion. The Coordinator may eventually also deliver the workshops.

Program Description

The program provides one on one volunteer support and small group workshops for adult learners seeking to improve their fundamental digital literacy skills on various devices. Volunteers meet with learners at scheduled one-hour appointments that are set up at the library and/or may also help at workshops. Workshops are provided for small-group learning on a by-topic basis for learners with their own device. Learners may be referred to the program by partner agencies, through the public library, or are self-referred. Emphasis is on helping those adults who have fewer options for support for financial or other reasons; however, all adults are welcome.

Primary Responsibilities

- Volunteer Management – recruitment, training, and support
- Curriculum development
- Coordinating and managing schedules
- Program promotion
- Liaising with partner agencies and library staff
- Workshop facilitation and support
- Data collection and reporting
- Evaluation

Qualifications

- Fundamental knowledge of android, iOS, and Windows operating systems
- Teaching/instructional/presentation experience
- Volunteer management or similar organizational skills
- Excellent communication and record-keeping skills
- Enjoys troubleshooting and working with people
- Criminal Record Check for the vulnerable sector

Compensation

\$20-\$25 per hour based on knowledge and experience

Literacy Society of the North Okanagan
4705A 29th Street, Vernon, BC V1T 5C1
Phone: 250.275.3117
www.literacysociety.ca info@literacysociety.ca

