

## **Job Description**

### **Digital Learning Coordinator**

### **McIntosh Memorial Library**

#### **General Description**

The essential duties of this grant-funded position are to advertise and facilitate basic computer classes to those in underserved populations. The goal of these classes is to help bridge the digital divide and change the lives of new computer users.

#### **Supervision Received**

Works under the immediate supervision of the Director of Adult Services, Circulation and Technology.

#### **Duties**

- Using materials from the Public Library Association facilitates basic computer workshops inside and/or outside the library.
- Marketing and promotion of the eight available computer workshops.
- Engages with a minimum of thirty learners through computer workshops through May 30, 2025.
- Create surveys to distribute at workshops.
- Uses the curriculum and instructor guide offered through the Public Library Association.
- Attends training webinars as needed.

#### **Knowledge, Skills, and Abilities**

- Must be very comfortable using a computer including working with Microsoft Word, Excel, and Office 365
- Ability to understand and follow written and oral instructions.
- Ability to teach or instruct others.
- Strong customer service skills
- Flexibility to deal with multiple tasks and patrons simultaneously.
- Must be able to work as a member of a team.
- Friendly, courteous, and enthusiastic attitude
- Ability to exhibit patience with attendees

## **Physical Requirements:**

- Ability to perform duties in an office environment.
- Ability to work in an environment subject to continuous interruptions and background noises.
- Ability to work under stress from deadlines, public contact, and changing priorities, and conditions.
- Ability to view a computer monitor and/or operate a keyboard for extended periods of time.
- Ability to move and/or lift materials up to 25 pounds.
- Regularly required ability to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit.
- Regularly required ability to talk and/or hear; use hands to operate objects, tools, and controls; and reach with hands and arms.
- Ability to read printed materials and information on computer screens.
- Ability to communicate effectively with individuals in person, over the telephone, and via printed word.

## **Qualifications and Experience**

- Minimum of two years related technology experience.
- Experience facilitating basic computer skills to inexperienced users.
- Experience with community outreach
- Effective communication and marketing skills

*The City of Viroqua is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

*This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.*

*This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. In addition, the City reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.*

ACKNOWLEDGEMENT OF JOB DESCRIPTION

Reviewed with employee by:

Signature: \_\_\_\_\_ Name (print):

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Title: \_\_\_\_\_ Date:

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Received and accepted by:

Signature: \_\_\_\_\_ Name (print):

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Title: \_\_\_\_\_ Date:

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