

Part-time Technology Trainer Position – Grant Funded

Library: Kirtland Public Library

City: Kirtland, Ohio

Salary: \$20/hr

Start Date: July 1, 2025

We have an opening for a part-time Contracted Technology 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.

Mission: The Kirtland Public Library, through its friendly, knowledgeable staff and its resources, provides materials, services, and programs to help all people meet their aspirational, educational, and professional needs.

This position assists in accomplishing that mission by:

- Work with library customers in one-on-one assistance either on a drop-in basis or scheduled appointment.
- Plan, schedule and conduct digital literacy/technology training in a classroom setting both at the library and off-site.
- Develop new digital literacy/technology training.
- Engage the community.
- Maintain attendance and survey records.
- Perform specific duties needed by the community.
- Demonstrate an interest in and ability to use and troubleshoot technology of all kinds while helping patrons.
- Enforce policies and procedures regarding safety, training and access to the Makerspace equipment.
- Provide consultative technical and training support and services to public computers users and Makerspace equipment users.
- Act as a mentor by connecting patrons and staff with information, tools, and resources to pursue their passions.
- Assist patrons with public computers and MakerSpace Equipment with a variety of machinery, including 3D printers, Cricut machines and Cricut accessories, button makers, etc.
- Take part in technical training in-house and offsite training sessions.

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, 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.
- Works well independently and as a team member.

Position Type and Expected Hours of Work

This is a part-time contract position, which is grant-funded, working 20 hours a week. Days and hours of work vary by schedule. Evening and weekend work will be required as schedule demands.

If you are interested in this exciting opportunity email: mlittell@kirtland.lib.oh.us or Kirtland Public Library, 9267 Chillicothe Road, Kirtland, OH 44094 with a cover letter and application.