

Town of Sylvan Lake Library Board Summer Technology Assistant Job Description

The Summer Technology Assistant plays a key role in supporting the Sylvan Lake Municipal Library's mission to empower lifelong learning and life skills development. This position is responsible for developing and implementing a **Digital Literacy Workshops and training** and **creating and maintaining Digital Training Guide**, while fostering community engagement and supporting local organizations through partnerships and shared resources.

Schedule: Starting May 4, this position is 35 hours per week. This position will include varying schedules, including days, evenings, and weekends.

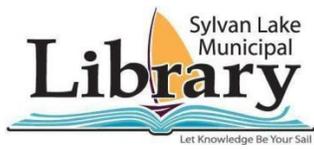
Compensation: \$21.94 per hour.

Responsibilities:

- Assess community needs and identify target groups for digital literacy support.
- Develop and deliver digital literacy workshops and create a supporting training guide.
- Plan project timelines to ensure accessible and sustainable programming.
- Prepare and manage a program budget for materials, software, and presenters.
- Design and execute marketing materials across print, social media, and the library website.
- Provide public service support, including program delivery, readers' advisory, and adapting workshops based on feedback.
- Collect data and produce reports, including attendance tracking, surveys, and year-end summaries, while meeting grant requirements.

Qualifications:

- Strong interest in digital literacy, community development, and public service.
- Excellent communication and organizational skills.
- Ability to work independently and collaboratively.
- Experience with technology tools and social media platforms is an asset.
- Previous experience in a library or educational setting is preferred but not required.
- Ability to work independently and as part of a team.
- Comfort and skill in speaking to groups and making presentations.
- Customer service experience; previous public library experience preferred
- Experience working with children ages 0 - 18
- Satisfactory Vulnerable Sector Check from the Police Service



- Valid Alberta driver's license and Driver's Abstract (may be required); ability to satisfy insurance requirements
- Due to grant requirements, applicants must be between 15 and 30 years of age at the beginning of the employment period and be enrolled in school for the upcoming school year.

Physical Demands & Working Conditions:

- Lifting and pushing up to 10 kg of library materials
- Ability to squat, kneel, bend, and raise arms above shoulders
- Repetitive hand movement for extended periods of time
- Standing for extended periods of time
- Concentrated sensory attention is required to ensure accuracy
- Works at off-site locations, as required

Responsible to: The Library Director, supervised by Programming Staff

To Apply: If you are interested in applying for this position, please email a Resume and Cover Letter to sylvan.library@prl.ab.ca , subject line *Summer Tech Assistant*.