

ASOTIN COUNTY LIBRARY

POSITION DESCRIPTION

JOB TITLE: Digital Navigator

JOB SUMMARY: The Digital Navigator will provide help to patrons on using and selecting devices, accessing the internet, using online resources, assist with obtaining high-speed internet access in their residence, and applying for government assistance in affording internet access.

DUTIES MAY INCLUDE:

- Provide ongoing outreach to communities who are experiencing barriers to technology and/or Internet to access resources.
- Work one-on-one with individuals experiencing barriers to access online resources. Act as a liaison and connect people to technology, free or affordable home Internet service options, digital literacy classes, etc.
- Maintain a list of available community resources – including sources of affordable computers or other Internet enabled devices - and share those with communities impacted by digital isolation and other barriers.
- Help individuals fill out paperwork, submit required identification documentation (if they don't have access to a computer/scanner/printer), and support them in getting documentation if they don't have it.
- Travel to locations throughout Asotin County to provide face-to-face programs and assistance with digital equity/inclusion needs, including schools, community centers, Extension office, other libraries, etc.
- Provide/support digital literacy instruction for all ages.

EXPERIENCE:

- Recent experience in technology assistance to patrons.
- An independent and proactive self-starter

WAGE: \$16/hour