



TECHNOLOGY TUTOR:

Job Description

The Lloydminster Learning Council Association
(non-profit organization promoting life-long learning)
requires a **Technology Tutor**

Reports to: Program Coordinator

Key Responsibilities:

- Teach seniors in the community of Lloydminster how to utilize various technologies
- Plan lessons centered around learner needs/interests
- Model concepts using technological devices (e.g. if a learner wants to know how to save a contact to their phone, show them step by step using their phone).
- Record hours worked monthly and report them to Program Coordinator

Requirements and Qualifications:

- Great interpersonal and communication skills
- Experience with Microsoft Operating System and very knowledgeable with Microsoft Office Suite
- The ability to teach learners of all abilities with a caring and patient approach

Apply to:

Lloydminster Learning Council Association
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Lloydminster, AB/SK
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hr@lloydlearningcouncil.org
www.lloydlearningcouncil.org
780-875-5763