



**Job Opportunity for a
LIBRARY PROGRAMMER - DIGITAL LITERACY**
12 Month Contract – Part-time 25 hours per week
Innisfil ideaLAB & Library, Innisfil Ontario

ABOUT US

Innisfil ideaLAB & Library is a welcoming, innovative public library system at the heart of its community. We believe libraries are places of connection, discovery, and belonging. Our work supports community wellbeing, lifelong learning, and access to opportunity, and we strive to create services that reflect the diverse experiences, needs, and aspirations of the people we serve.

We value equity, diversity, inclusion, and accessibility, and are committed to fostering a workplace where staff feel supported, respected, and empowered to do meaningful work.

POSITION DESCRIPTION

The Creative Making & Discovery team delivers engaging digital literacy, maker learning, and creative technology experiences in our HackLAB and MediaLAB spaces. As a Library Programmer – Digital Literacy, you will help customers of all ages build confidence and digital skills through hands-on learning, workshops, demonstrations, and one-on-one support.

This role is ideal for someone who enjoys teaching, facilitating learning, and making technology approachable and engaging for diverse audiences. You are passionate about helping people explore new tools, solve problems, develop creative skills, and achieve their personal learning goals.

Responsibilities include:

- Plan and facilitate engaging digital literacy and creative technology programs for all ages.
- Deliver group workshops and provide one-on-one learning support that builds customer confidence and skills.
- Teach customers how to safely and effectively use makerspace and creative technology equipment, including tools such as 3D printers, Cricut machines, laser cutters, sublimation printers, and related technologies.
- Create welcoming, inclusive, and accessible learning experiences that support diverse learning styles and abilities.
- Develop program content, learning resources, and hands-on activities that respond to community interests and needs.
- Collaborate with colleagues to maintain makerspace equipment and deliver high-quality customer experiences across library locations.

The successful candidate is organized, adaptable, and comfortable facilitating learning in both group and individual settings. You enjoy building relationships, creating positive learning experiences, and exploring new technologies and other Makerspace equipment, that can enhance community learning and engagement.

While being a creative and innovative thinker, your strong organizational skills enable you to manage multiple priorities in a dynamic, customer-focused environment. This position requires flexibility to facilitate programs throughout the week, including evenings and weekends.

QUALIFICATIONS

- Post-secondary education in education, library and information studies, community development, adult education, technology, design, or a related field.
- Experience planning and facilitating workshops, training sessions, educational programs, or community learning opportunities.
- Strong teaching, communication, facilitation, and customer service skills.
- Demonstrated ability to work with diverse audiences in group and one-on-one learning environments.
- Strong digital literacy skills and the ability to learn and teach new technologies.
- Experience with makerspace equipment and creative technologies (e.g., 3D printing, Cricut, laser cutting, robotics, or media creation tools) is considered an asset.

A police records check with Vulnerable Sector screen and the ability to work at all three Library Branches is required.

COMPENSATION: \$30.79 – \$39.29 per hour

RELEVANT POLICY INFORMATION

The Innisfil ideaLAB & Library is an equal opportunity employer and is committed to building an inclusive and diverse workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, gender identity and age. Accommodations for disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation please contact jmiyasaki@innisfilidealab.ca or call 705-431-7410.

We thank all applicants for their interest; however, only those candidates invited for an interview will be acknowledged. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes. Artificial intelligence (AI) systems are not used in the screening, assessment, or selection of candidates for this role.

This recruitment is being conducted to fill an existing vacancy.

HOW TO APPLY

Applications will be accepted until the position is filled. Please submit a cover letter and resume by email to:

Email: jobs@innisfilidealab.ca

Subject Line: Library Programmer – Digital Literacy