

## **West Brookfield Senior Center**

**Job Title:** Digital Skills Instructor

**Status:** Grant-funded, part-time (6 hours per week); \$22.00/hour; non-benefited

### **Position Overview:**

Under the supervision of the Senior Center Director, this position provides technology-related instruction to community members of 60+ and skill levels. This role involves individual and group instruction (in-person) and outreach to community groups and residents.

The ideal candidate will be passionate about helping people learn to use technology, skilled in providing both in-person, and able to build strong relationships within the community.

### **Key Responsibilities:**

Design, promote, and deliver one-on-one and group support and instruction to community members seeking assistance with technology, including but not limited to computer and/or mobile device skills, software applications, internet, email, social media, and video conferencing.

Plan and execute outreach initiatives to engage underserved populations and ensure equitable access to technology and training.

Adapt instruction and course content to meet the needs of seniors, with limited technological experience.

Assess the effectiveness of classes and make improvements based on feedback. Maintain accurate records of program participation and outcomes. Document success stories.

Create and distribute promotional materials (flyers, emails, social media posts, etc.) to raise awareness of technology classes, workshops, and services.

Stay up to date with the latest technology trends and tools to ensure that programs reflect current digital needs.

Develop instructional materials, handouts, and tutorials.

### **Qualifications:**

- Bachelor's degree in education, information technology, or related field (or equivalent experience).
- Strong proficiency in common software programs, digital platforms, social media, and various devices (e.g., computers, smartphones, tablets, hotspots).

- Experience teaching technology to diverse groups, including seniors, with a focus on digital literacy.
- Excellent communication and interpersonal skills, with the ability to explain technical concepts in simple, understandable terms.
- Ability to plan, organize, and deliver effective individual and group instruction.
- Marketing or promotional experience appreciated.
- Ability to work independently and as part of a team.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Regularly required to stand, walk, crouch, stoop, and sit; must be able to manipulate objects, tools, or controls, and be able to pick up and use paper, books, and other common objects. Spends a large portion of time standing, sitting and/or walking. Occasionally lifts and /or moves objects weighing up to 30 pounds such as equipment, supplies, etc. Must be able to communicate. Vision and hearing at, correctable to, normal ranges.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

West Brookfield, MA  
Digital Skills Instructor  
November 1, 2025