

Position: Digital Skills Training Instructor

Job Summary:

Houston County is seeking experienced Digital Skills Training Instructors to facilitate 7 comprehensive 15-hour digital skills training programs. The ideal candidates should possess strong instructional skills and a deep understanding of basic digital tools and applications. The training programs will take place at the Community Connections Center, located at 175 Hill Street, Erin, TN. 37061. This program is part of the Tennessee Department of Economic and Community Development's Broadband Ready Communities Grant program.

Responsibilities:

1. **Training Delivery:** Conduct 15 hours (per class) of engaging and hands-on training sessions focused on essential digital skills, which can include computer literacy, internet navigation, basic software applications, cybersecurity awareness, or pre-approved subject matter topics relating to one of the above topics. Qualified candidates should be comfortable using Gmail, Google Workspace, Chromebooks and related apps, be self-directed, have strong communication skills and an ability to relate to diverse audiences. Curriculum for the class will be provided by Tech Goes Home Tennessee (TGH).
2. **Recruitment:** Recruit community members to participate in TGH classes.
3. **Individualized Support:** Provide personalized guidance and support to participants, addressing their specific learning needs and challenges. Trainers should be patient, compassionate educators.
4. **Assessment and Feedback:** Implement assessments to measure participants' progress and provide constructive feedback to enhance their digital skills. Ensure completion of data collection needs from TGH staff including (but not limited to) attendance, surveys, and internet connectivity information.
5. **Collaboration:** Collaborate with program coordinators and TGH to ensure alignment with organizational goals and objectives.

Qualifications:

- Proven background knowledge of subject matter through education or prior experience.
- In-depth knowledge of digital tools, software applications, internet safety, cybersecurity, or topic(s) related to the above examples.
- Strong communication and interpersonal skills, with the ability to engage and motivate participants.
- Experience working with diverse groups and adapting instruction to various skill levels.

Schedule:

The training program will consist of 15 hours, distributed over a schedule to be determined based on participant and instructor availability. A total of 7 courses will run from September 2025 to July 2026. Trainers must be available for both day and night classes. The total time commitment is about 35 hours, over the course of several weeks. This includes the Trainer Orientation, 3 hours of logistics and communication with the TGH team, 15 hours of class, 5 hours of make-up class time, and approximately 8 hours of prep work (1 hour per class). Trainers will need to cover their own transportation and mileage to and from the class site, but can designate how far they are willing to travel to lead a class.

Trainers will be provided with a 4–5-hour training session. During this orientation, the TGH team members will provide tutorials on Chromebook accessibility features, class logistics (attendance sheets, surveys, device delivery protocols, etc.), and a thorough overview of the curriculum that the trainers will use during the class. (Following the initial orientation, the Tech Goes Home team will be available to offer trainers additional support with curriculum tailoring and delivery as they request).

Trainer Assistants:

It is recommended that there will be 2 trainers per 10 participants or 3 trainers for 11-15 participants per class. Trainer assistants may also be asked to provide additional help in class. All trainer assistants must also undergo TGH training and communicate with the class trainer(s), prior to helping with class. For classes with multiple trainers, the trainers are responsible for determining how to split the compensation between or among themselves. For example, if there are two trainers in a class, they may decide to split the stipend evenly, or, if one functioned as the “lead” trainer, then they might receive 75% of the stipend and the co-trainer will receive 25% of the stipend.

Remuneration: \$1,000 stipend per class. To receive a stipend, eligible trainers must have at least 10 participants graduate (complete at least 15 hours of class), and those trainers must also comply with all requirements outlined in the Trainer Agreement. Eligible trainers who successfully meet all trainer requirements will receive a personal check in the mail, at the address designated on their W-9.

How to Apply:

Interested candidates should submit their resume, cover letter, and a brief outline of their approach to delivering effective digital skills training to:

Rachael Mathis, Executive Assistant to the Mayor
Houston County Mayor’s Office
4725 E. Main St, Erin, TN 37061
(931) 289-3633

Resumes can be submitted via email, postal mail, or in person at the Mayor’s Office between the hours of 8:00 AM and 4:30 PM, Monday through Friday.

To submit resumes by email, please send to: rachael.mathis@houstoncountyttn.gov , Cc Becca Arrington at rebecca.arrington@houstoncountyttn.gov

Resumes should be received by 2:00p.m. local time, on September 5, 2025.

Houston County is an equal opportunity provider and employer.