

COLD LAKE PUBLIC LIBRARY

EMPLOYMENT OPPORTUNITY

Youth Intern

Position:

The position of Youth Intern is a contract position open to young people between the ages of 15 to 30 years. This position is designed to assist young people in making career decisions as well as giving them experience in a field in which they may be interested in the future. The Cold Lake Public Library is looking for a young person who would be able to assist all ages in the use of computers and the various programs from setting up email accounts to using Word and Excel programs as well as providing service to patrons at the desk.

Qualifications:

- Completion of grade 9.
- Candidates must be a team player who possess excellent interpersonal and communication skills, flexibility and adaptability, and the ability to work independently
- The ability to learn new tasks and to adapt to changing work requirements and priorities is essential.

This is a position is for 30 hours per week (both evenings, days and weekends).

Application Process:

Interested parties should submit a cover letter and a resume, including the names of three references, by December 30, 2014 via email, mail, or fax to the Grand Centre Branch of the Cold Lake Public Library:

Mary Anne Penner, Director, Cold Lake Public Library
5513B 48 Ave., Cold Lake, AB T9M 1X9
Fax (780) 594-7787

Interviews will be conducted first week of January.