

Job Posting: Youth Intern - Technology Trainer

The Cranbrook Public Library seeks an outgoing, resourceful, goals-oriented individual to train people, individually and in groups, how to use a wide range of technological and online resources. In collaboration with other library staff, the youth intern creates, plans, promotes, and delivers people-centred technology related training sessions and services. This individual will also help maintain the Library's website and social media sites, create graphics and videos, assist with the deployment of technological hardware and software.

CORE RESPONSIBILITIES

- ◆ Train and assist members of the public on basic computer and Internet use, and mobile technology
- ◆ Develop and present a series of workshops and small group sessions on the Library's online resources, using ebooks, and other computing-related topics
- ◆ Develop publicity and promotional material for the Library's online resources and services
- ◆ Develop and deploy technological resources (hardware and software)
- ◆ Post regularly to the Library's Facebook account and Twitter feed, and update its website

ABOUT YOU

This position could be right for you if you are...

- ◆ Are 15 to 30 years of age, a Canadian citizen, a permanent resident, or legally entitled to work in Canada
- ◆ Are a student intending to return to school full-time after the internship, or currently enrolled in a post-secondary institution, or have completed at least one post-secondary course
- ◆ Are not currently in receipt of Employment Insurance benefits
- ◆ Have excellent written and oral communication skills, and are comfortable speaking publicly
- ◆ Are comfortable and successful at dealing with people in one-on-one and group settings
- ◆ Feel comfortable with computer technology (mobile devices, laptops, eReaders, office and design software, etc.) and have the ability to teach others on this topic
- ◆ Are social media savvy
- ◆ Are resourceful, creative, and self-motivated, with strong organizational skills

ABOUT US

The Cranbrook Public Library strives to connect people to information and ideas, promote literacy, and support lifelong learning through the provision of superior library services.

ABOUT THE POSITION

Term	16 October 2016 – 31 March 2017
Hours	17 – 26 hours per week (includes evening and weekend shifts)
Wage	\$10.45 per hour plus benefits

Interested applicants should submit a résumé and covering letter addressing the above requirements by email in pdf format by Sunday, 9 October 2016 to Ursula Brigl, Chief Librarian at:

Cranbrook Public Library
1212 2nd Street North
Cranbrook, BC V1C 4T6
ubrigl@cranbrookpubliclibrary.ca

While the Library thanks you in advance for your interest, only those candidates being considered will be contacted.

As the Cranbrook Public Library is responsible to provide a safe and welcoming environment for its patrons and employees, a criminal record check is a condition of employment. Disclosure of a criminal record may preclude you from employment with the Library. Personal information collected is used in accordance with the BC Freedom of Information and Protection of Privacy Act. The Cranbrook Public Library is committed to Employment Equity and encourages applications from qualified individuals.