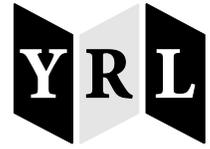


# Fall Intern

## Yellowhead Regional Library



**TERM: September 7, 2021 to December 10, 2021 (14 weeks)**

**NOTE: Funded in part by [Young Canada Works](#) for those 16 to 30 years at the start of employment.**

### ABOUT US

Formed in 1971, YRL is headquartered in Spruce Grove, AB, and serves a population of more than 295,000 through a network of member public and school libraries. Find out more at [yrl.ab.ca](http://yrl.ab.ca).

### POSITION

Working to perform project-based work, the Fall Intern will work with a team of managers and staff in Administrative Services, Collections and Resources Sharing and Library Development Services.

- Perform circulation tasks, including check-in and -out, and processing interlibrary loans.
- Perform duties related to cataloguing, processing, and shipping and statistical reporting.
- Work in Administrative Services updating contact lists, digitization project.
- Work on inventory and updating of programming kits.
- Special project work assigned.

### QUALIFICATIONS & SKILLS

- Education: Student enrolled in post secondary studies in library/information technology required, Master of Library and Information Studies (MLIS) or Library and Information Technology (LIT).
- Previous work experience in a library is an asset.
- Knowledge of an automated library system, preferably Polaris, is an asset.
- Strong work ethic and positive team attitude.
- Able to work independently when needed.
- Accuracy and attention to detail.
- Excellent verbal and written communication skills.
- Able to analyze and problem solve.

### WORKING CONDITIONS

- Lifting and moving bins, carts and packages (up to 22.5 kg/50 lbs.), manually and/or with ergonomic aids.
- Potentially dusty library materials or packages.
- Standing for extended periods of time.
- Working in the YRL headquarters in person is expected for most of these duties.

### COMPENSATION

The salary for this position is \$20.15 per hour plus four per cent in lieu of vacation.

### APPLY

Interested candidates should submit a cover letter, resume and the contact information of three references by Friday, July 16 to Laurie Haak at [lhaak@yrl.ab.ca](mailto:lhaak@yrl.ab.ca).