

## CALP Events



### Beaver County Community Adult Learning Program (CALP)



#### Learning Café!

Enjoy coffee and learn bite-sized pieces of information to help you with your work search.

#### April 27, 1:30 – 3 pm – Looking for Work?

Learn how to find unadvertised jobs, how to make a good first impression, and how to apply with confidence.

#### May 4, 1:30 – 3 pm – Opening the Door to an Interview

Learn how to write a good cover letter and resume that draws attention to your skills and accomplishments to stand out and get an interview.

#### May 11, 1:30 – 3 pm – You've got the interview! What next?

Review the 4 Ps of an interview, learn what to expect and tips and tricks to make you stand out from the rest.

Viking FCSS Office – 5319 50 St  
*Free, no need to register*

#### iPhone User Workshop

Learn how to use the features of your iPhone. Are you properly backed up? What is the best

solution for online photo archiving? Bring any question you ever had about your iPhone and have them answered.

Tuesday, May 2  
6:30 – 8:30 pm  
\$25

Register by April 25

#### Android User Workshop

Learn how to make the best use of your Android smartphone, it may be a Samsung, HTC, Motorola, LG or any other Android device. Are you safely backed up in case your phone is badly damaged? What is a widget and why would you want to use one? Bring all your questions and get personalized answers.

Tuesday, May 9  
6:30 – 8:30 pm  
\$25

Register by May 1

*To register for any of these workshops please email [calc@beaver.ab.ca](mailto:calc@beaver.ab.ca) or call the CALP department at 780-663-3730.*

## Summer Program Youth Assistant

The Tofield Ryley/Beaver County West FCSS is currently seeking a Youth Program Assistant. The Youth Assistant will be under the direction of the Youth Worker and the Tofield/Ryley/Beaver County West FCSS and will be responsible to assist with developing and implementing Summer Programs for youth aged 11-16 in both Tofield and Ryley.

**Position Title:** Youth Program Assistant  
**Date Posted:** April 24, 2017  
**Application Deadline:** May 8, 2017 @ 12:00 pm  
**Hours:** 30 hrs per week  
**Salary:** \$16 per hour

#### **The Youth Program Assistant is responsible for:**

- Develop a rapport with youth in the program.
- Serve as a role model to youth in the program and community.
- Assist Youth Programmer with monthly calendar preparation and distribution.
- Assist with planning, organizing and supervising daily activities and field trips.
- Assist with fundraisers as required.
- Keep accurate attendance records of program participants.
- Maintain the program web-site and social media accounts.
- Other duties as assigned.

To be eligible for employment under the S.T.E.P. program, applicants must be returning to High School or Post-Secondary in the fall of 2017. The candidate must possess a valid driver's licence, his/her own reliable vehicle and will be able to obtain a clean, current, Criminal Record Check and Child Welfare Intervention Check.

*We appreciate and consider all applications however only those selected for an interview will be contacted.*

#### **Please email or fax your resume to:**

Tofield/Ryley/Beaver County West FCSS  
Attention: Jamie Sutton  
Box 1058  
Tofield, AB, T0B 4J0  
Fax #: 780-662-3854

Email: [tofieldfcss@gmail.com](mailto:tofieldfcss@gmail.com)