

SUN	MON	TUE	WED	THU	FRI	SAT
	1 Public Computers 1p-2p: HiSET & High School Diploma Workshop	2 Public Computers Job Seeker Help with Dana <i>10a-12p: Resume Lab</i> Job Help for Veterans	3 Public Computers	4 Public Computers	5 Public Computers	6 Public Computers
7 Public Computers	8 Public Computers 1p-2p: College Transitions Workshop	9 Public Computers Job Seeker Help with Dana <i>10a-12p: Resume Lab</i> Job Help for Veterans	10 Public Computers <i>1p-3p: Job Search Tips for People with a Criminal History Workshop</i>	11 Public Computers	12 Public Computers	13 Public Computers
14 Public Computers	15 Public Computers 1p-2p: Career & Continuing Education Workshop	16 Public Computers Job Seeker Help with Dana <i>10a-12p: Resume Lab</i> Job Help for Veterans	17 Public Computers 10:30a: Women Unlimited! <i>1p-3p: Job Search Basics</i>	18 Public Computers 10:15a-12:15p: JobCorps Info Session <i>10:15a-12:15p: Essentials of College Planning Info Session</i>	19 Public Computers	20 Public Computers
21 Public Computers	22 Public Computers	23 Public Computers Job Seeker Help with Dana <i>10a-12p: Resume Lab</i> Job Help for Veterans	24 LIBRARY CLOSED FOR CHRISTMAS EVE	25 LIBRARY CLOSED FOR CHRISTMAS	26 Public Computers	27 Public Computers
28 Public Computers	29 Public Computers	30 Public Computers Job Seeker Help with Dana <i>10a-12p: Resume Lab</i> Job Help for Veterans	31 LIBRARY CLOSED FOR NEW YEAR'S EVE		14 public computers are available all the hours the Library is open.	Library Hours: M-F: 10a-7p Saturday: 10a-3p Sunday: 1p—4p

WATERVILLE PUBLIC LIBRARY BUSINESS & CAREER CENTER
DECEMBER 2014

JOB SEEKER HELP

Weekly by appointment. Appointment required. Call today!

Job seekers can get one-to-one help with the job search process and guidance on which of the job search services and workshops to use in the greater Waterville area. This service is provided by Dana Hamilton and is supported by the Kennebec Valley Community Action Program. KVCAP Job Search Navigator Flyer (please print, post, and share):

<http://www.watervillelibrary.org/content/1401303074kvcapjobsearchnavigator.pdf> *For an appointment, call 207.680.2603 or stop by the Information Services Desk on the 1st floor of the Library.*

NEED EMPLOYMENT AND TRAINING PROGRAM SUPPORT FROM THE STATE?

Weekly by appointment. Appointment required. Call today!

Location: Waterville Public Library

The Maine Department of Labor assists people in their employment success. In eligible cases, the MDOL can provide financial assistance for training programs necessary to meet employment needs. A Maine State Department of Labor CareerCenter Consultant can meet with you at the Waterville Public Library to explore your eligibility. *Schedule an appointment by calling Sharon Labbe at 207.624.5128 or sharon.a.labbe@maine.gov.*

RESUME WRITING LAB

Weekly. Tuesdays * 10a-12p. Drop-in.

Location: Colby Program Room, Lower Level, Waterville Public Library

A resume expert is available weekly at the Waterville Public Library to help with developing a resume. Supported by Waterville Public Library, Women, Work & Community, & KVCAP.

JOB SEEKING ASSISTANCE FOR VETERANS

Weekly by appointment. Appointment required. Call today!

Location: 1st Floor, Waterville Public Library.

Veterans of the US military can get one-to-one assistance with job search activities, resume writing, and interview skills. Supported by the Maine Department of Labor. *For an appointment at the Waterville Public Library, veterans should contact Peter Diplock at 207-624-5183 or Peter.D.Diplock@Maine.gov.*

HiSET & HIGH SCHOOL DIPLOMA WORKSHOP

Monday, December 1, 2014 * 1:00p-2:00p. Registration required.

Location: Colby Program Room, Lower Level, Waterville Public Library

Do you need to finish your high school diploma, but not sure how to get started? This 1 hour workshop, designed to give you more information about the ways to complete your Diploma, is a great way to start! You will receive information about the HiSET (previously known as the GED) program and on the High School Diploma program in order to help you decide which direction is best for you! Workshop presented by Hannah Bard, an Academic & Career Advisor for Mid-Maine Regional Adult Community Education. *Please call 207.680.2603 or go to <http://hiset-hsdiploma-dec.eventbrite.com> to register!*

COLLEGE TRANSITIONS WORKSHOP

Monday, December 8, 2014 * 1:00p-2:00p. Registration required.

Location: Colby Program Room, Lower Level, Waterville Public Library

Are you looking to go to college, but unsure of the process? The College Transitions program at Mid-Maine Regional Adult Community Education was designed with you in mind! This 1 hour workshop will give you information about the program and the steps you'll need to follow in order to be admitted into the college of your choice. Take the steps now to get yourself back into school, it is NEVER too late! Workshop presented by Hannah Bard, an Academic & Career Advisor for Mid-Maine Regional Adult Community Education. *Please call 207.680.2603 or go to <http://college-transitions-dec.eventbrite.com> to register!*

JOB SEARCH TIPS FOR PEOPLE WITH A CRIMINAL HISTORY WORKSHOP

Wednesday, December 10, 2014 * 1p-3p. Registration required.

Location: Colby Program Room, Lower Level, Waterville Public Library

Do you have a criminal background? Are you having trouble finding work? Looking for tips on how to respond to those hard to answer questions? This workshop will help you become a successful job seeker. Supported by Kennebec Valley Community Action Program.

Print & share http://www.watervillelibrary.org/content/1415298603jobscriminalhist_dec2014.pdf

Please call 207.680.2603 or stop by the Information Services Desk at the Library to register.

CAREER & CONTINUING EDUCATION INFORMATION SESSION

Monday, December 15, 2014 * 1:00p-2:00p. Registration required.

Location: Colby Program Room, Lower Level, Waterville Public Library

Looking to brush up on your computer skills, or perhaps become a Notary Public? Mid-Maine Regional Adult Community Education is the place for you! This 1 hour information session will give you more information about the career and continuing education programs offered through Mid-Maine Regional Adult Community Education and how you can sign up for classes.

Workshop presented by Hannah Bard, an Academic & Career Advisor for Mid-Maine Regional Adult Community Education. *Please call 207.680.2603 or go to <http://cce-infosession-dec.eventbrite.com> to register!*

WOMEN UNLIMITED

Wednesday, December 17, 2014 * 10:30a-11:30a. Registration required.

Location: Waterville Public Library

A Women Unlimited representative will be available by appointment to provide an overview of the organization and how Women Unlimited may be able to serve you. The mission of Women Unlimited is to improve the economic wellbeing of Maine women, minorities, and disadvantaged workers by providing access to and support in trade, technical, and transportation careers.

Registration by 12/16 required. (The session will be canceled if there are no registrations.)

Please call 207.680.2603 or stop by the Information Services Desk at the Library to register.

JOB SEARCH WORKSHOP

Wednesday, December 17, 2014 * 1:00p-3:00p. Registration required.

Location: Colby Program Room, Lower Level, Waterville Public Library

This workshop is perfect for men and women seeking jobs and will cover an introduction on the resources available for your job search. This will include looking at what careers offer the most jobs right now, a list of online search tools and how to use them, and tips for resumes and interviews. *Please call 207.680.2603 or stop by the Information Services Desk at the Library to register.*

ESSENTIALS OF COLLEGE PLANNING INFORMATION SESSION

Thursday, December 18, 2014 * 10:15a-12:15p. Registration required.

Location: Waterville Public Library

This interactive workshop facilitated by a Maine Educational Opportunity Center counselor touches on the four steps in the college process: admissions, financial aid, career and study skills. *Register for a workshop at <http://meoc.maine.edu/schedule.php> or by calling 1.800.281.3703.*

JOB CORPS INFORMATION SESSION

Thursday, December 18, 2014 * 10:15a-12:15p. Registration required.

Location: Colby Program Room, Lower Level, Waterville Public Library

Job Corps is a FREE residential vocational training program for eligible youth ages 16-24. Training is available in the construction, medical, hospitality, and administrative fields. Job Corps also offers training in employability skills and life skills. Please join us at the Waterville Public Library to hear more about the program and to start the application process. *To register: call Job Corps Admission Counselor Cathie Gavett at 207.621.2350.*

COMPUTERS AVAILABLE

Daily. Monday-Friday: 10a-7p; Saturday: 10a-3p. Drop-in.

Location: 1st Floor, Waterville Public Library.

14 modern public computers available. Search for jobs online, research companies, write resumes, and more. Printing and copying services available at 10 cents per page.

LIBRARY HOURS:

MONDAY-FRIDAY: 10A-7P

SATURDAY: 10A-3P

SUNDAY: 1P-4P

COMMUNITY MATTERS!

Waterville Public Library

73 Elm Street

Waterville, ME 04901

207.872.5433 :: www.watervillelibrary.org
