



Position Title: **Summer Intern**

Classification: Part-time (Seasonal)

Pay: \$8.25/hour

Distinguishing Features of the Class:

Well-defined work assignments performed under close supervision. Exercises little discretion and only within well-defined guidelines, practices, and procedures. Job performance skills are learned on-the-job within a very short period of time.

Immediate Supervisor: Program Coordinator

Positions Directly Supervised: None

Job Duties and Responsibilities:

Primary:

- Assists with Summer Feeding and Summer Reading Programs.
- Responsible for set up and break down of program room.
- Clean up after each program and prepare materials for the next program.
- Serve lunches during the Summer Feeding Program. (Lunches will be in container and ready to serve.)
- Assist in keeping shelves neat and in order.

Secondary:

- Performs related work as required and assigned for the efficient and effective operation of the library.
- Other duties as assigned.

Skills, Knowledge, Abilities:

- Flexible, adaptable, and able to flourish in a changing environment.
- Dependable, must be able to work Monday, Wednesday, Friday and other hours as needed.
- Must have dependable transportation to and from work.
- Must be able to set up tables, empty trash containers and lift at least 25 pounds.
- Must be able to stay on task and complete daily work sometimes with limited supervision.

Education, Training, and Experience:

Must be entering 10<sup>th</sup> grade in the fall through seniors.

Required materials:

- Submission of library employment application.
- Two written teacher references.