



Position Title: **Library Intern**

Classification: Part-time

Pay: \$8.00/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

Job Duties and Responsibilities:

Primary:

- Assists with shelving and keeping collections neat and in order.
- Assists with library programming including 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.
- Assists at circulation desk as needed.
- 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 evenings, weekends, and day-time hours when school is not in session.
- Must have dependable transportation to and from work.
- Must be able to set up tables, empty trash containers and lift at least 50 pounds.
- Must be able to stay on task and complete daily work sometimes with limited supervision.

Education, Training, and Experience:

High school freshmen through seniors may apply.

Required materials:

- Submission of intern employment application.
- Two written references from non-family members or friends.
- Parental or guardian signature on application.