



Youth Services Summer Intern

Revision Date: March 2015
Department: Youth Services
Job Grade: 4
FLSA Status: Non-exempt
Number Supervised: FT: 0 PT: 0
Reports to: Head of Youth Services

General Description

This internship is designed for students working on a library technical assistant (LTA) or master's degree in library science (MLS). Under the supervision of the Head of Youth Services, the intern provides direct service to the public and works on a variety of tasks. This position is typically scheduled for June through August.

Major Duties and Responsibilities (to include, but not limited to)

1. Prepares materials and activities for storytimes and other summer programs.
2. Works with Youth Services staff to present programs.
3. Assists staff members while on desk during peak hours. Provides some reader's advisory using print and electronic resources.
4. Helps with the summer volunteer program, including posting up-to-date schedules, preparing tasks for volunteers, and sending out queries to volunteers for program assistance.
5. Refers patrons to the appropriate staff member or department.
6. Performs other duties as assigned.

Contacts Outside of Immediate Department:

None

Necessary Knowledge, Skills, Abilities

1. Experience working with children.
2. Ability to follow tasks through to completion.
3. Ability to use a variety of office and library equipment.
4. Ability to work effectively with staff and public.
5. Ability to reach, bend and lift.

Qualifications for Appointment

1. At least two years of college. Coursework in education or library science preferred.
2. Must be working on a library technical assistant (LTA) certificate or master's degree in library science (MLS).
3. At least one year of work experience. Experience working with children preferred.
4. Must be available to work evenings and weekends.

Working Conditions

Office Conditions

Physical Demands

Reaching, bending
Carrying light loads
Pushing carts

Other Essential Job Requirements

None