

Buchanan District Library Paid Summer Internship Job Description

This position is an 8-week, paid internship opportunity for high school juniors and seniors seeking to gain experience in library work. The Library Intern will work under the supervision of the Community Outreach Coordinator and Library Director, and will perform various duties related to the daily operation of the library, as well as assist with the library's Summer Reading Program. This position is 12 to 15 hours per week, for 8 weeks, starting in mid-June. No previous training or special knowledge of library operation is necessary. Upon successful completion of the Library Internship, the Intern will be provided with a letter of recommendation from the Library Director.

Requirements: Current enrollment (or recent graduation as a senior) in high school grades 11 or 12. Homeschool students in equivalent grades are welcome to apply. Availability for Thursday Summer Reading programs is required. Professional behavior, reliability, and punctuality are expected.

Library Intern Duties:

- Assist circulation staff with tasks such as checking in materials, checking out materials, and answering reference questions.
- Receive monies as necessary and record their receipt accurately.
- Shelf books, shelf read, and maintain an orderly presentation of library materials and displays.
- Help create book displays.
- Retrieve materials from the drop box.
- Assist patrons in use of public computers, Wi-Fi, and other library technology.
- Assist with programs, including setup, materials preparation, crowd control, and clean-up.
- Assist with the cleaning and general maintenance of the library building.
- Other duties as assigned.

Skills/Qualifications:

- Ability to sort and file alphabetically and numerically
- Ability to follow instructions
- Ability to perform light physical tasks
- Positive attitude towards public service work
- Knowledge of and experience with computers and computer software
- Ability to maintain confidentiality of library records

Hours and Location: This is a part-time position and reports directly to the Community Outreach Coordinator. Work schedule may include evening and weekend hours. A regular schedule will be decided at hire and may be negotiated as needed by the library or the

employee. Full details of employment, benefits and policies are included in the personnel policy. All employees will receive a copy of this policy at hire. All employment is at will.

Physical Requirements: Physical agility and strength to bend, reach, and carry library materials up to 40lbs, see, hear, and speak understandably, and manually manipulate computer keyboard, mouse, and other library technology.

The above statements are intended to describe the general nature and level of work and support being performed by employees assigned to this classification. They are not intended to be all-inclusive and other duties and responsibilities may be assigned as needed. 4/2021