

SUMMER INTERNSHIP

Mae S. Bruce Library Temporary Part-time

Job Description:

Under the supervision of Library Leadership, will perform general duties to support library operations and initiatives, such as shelving, support programming, and assigning work to volunteers. The intern must be at least 16 years of age, prefer library experience, high school, or college age.

Duties and Responsibilities:

- Shelf and shelf-read all library materials.
- Assist patrons with basic library questions. (fun collections, use of catalog)
- Assist with Summer Reading Program activities as needed.
- Assist teen volunteers as needed.
- May perform other duties as assigned.

Job Requirements:

- Comfortable working with children.
- Physical agility to push/pull fully loaded book carts weighing up to 50 pounds, retrieve or place materials above the shoulder or below the knee level, and lift/carry materials/furniture weighing up to 40 pounds.
- Ability to follow oral and written directions.
- Ability to learn library book shelving system (Dewey Decimal System).
- Ability to sort/file materials alphabetically.
- Communication skills are necessary to deal with the public courteously and cooperatively.
- Frequent sitting/standing in one position for extended periods.