



## **Summer Reading Program Intern, 10 weeks – THREE OPENINGS**

**Job Description:** Summer Reading Program Interns are responsible for proactively providing prompt, courteous, and professional services to all Library visitors, thereby creating a helpful and welcoming Library environment. Summer Reading Program Interns will assist the library services departments - Youth Services, Adult Services, and Outreach - to contribute to the overall work and success of the Summer Reading Program.

**Report to:** Library services department managers

### **Responsibilities may include, but are not limited to:**

- At the direction of librarians in library services departments, prepare, assist, and facilitate programs for families, youth, and adults both at the library and at off-site locations.
- Execute prompt, courteous, and direct assistance to all patrons with basic information regarding use of library materials, equipment, and services.
- Assist patrons in locating library materials, offering reference and readers' advisory services, and maintaining patron accounts.
- Sort, organize, clean, repair, and shelve library collection materials, including books, magazines, and media.
- Continually maintain order, neatness, and cleanliness in the library public and staff work spaces as part of daily independent work.
- Be observant and cognizant of visitor activities and needs or problems that may arise in the public areas of the library. Prioritize patron services while still successfully completing other work tasks.
- Assist with departmental duties as directed, including performing regular opening and closing routines; managing reading challenge rewards; circulation tasks
- Offering instruction on the methods of the summer's reading challenge hosted on the digital platform, Beanstack
- Perform other duties as assigned.

**Additional Information:** Full time position (40 hours weekly); requires day, evening, and weekend hours. Requires high school diploma. Requires enrollment in or completion of undergraduate program. Must successfully pass a background check. Requires the ability to sit or stand for lengthy periods of time; requires the ability to complete detailed work through fine motor skills; requires the ability to push, pull, lift, and otherwise move books, supplies, and equipment by hand, box, and cart. Must have an excellent understanding of how to use MS Office Suite and Google Workspace.

### **Qualifications (Experience, Skills, Training):**

- Preference given to candidates with demonstrated experience in customer service, and/or event planning or programming.
- Working knowledge and performance of library methods, ethics, procedures, and software.
- Sense of humor and respect for all ages & abilities.

- Adept with interacting with large groups of children, young adults, adults and families.
- Effective written and verbal communication skills and an ability to interact in a pleasant and effective manner with a diverse group of patrons and staff.
- Ability to define and solve problems; be able to work independently and within groups as a team player; be highly self-motivated; be flexible, adaptable, and flourish in a dynamic environment.
- Ability to demonstrate a positive attitude, strong interpersonal skills, cultural sensitivity, and joy in working with youth and their families.
- Sufficient physical strength, mobility, dexterity, and confidence to handle and administer care to the library's pet rabbit.
- Adequate transportation to get to and from work and a valid ID and or drivers license.
- Knowledge and familiarity with computers and new technology, and an ability to incorporate this knowledge into assisting patrons with high quality customer service.

**Compensation and benefits:** \$13.00 per hour. 10-10.5 weeks paid internship position (no fringe benefits). Preferred start date May 21 and end date Aug. 1. Automatic deposit of paycheck required.

The Boyle County Public Library is an equal opportunity employer and is committed to creating an inclusive environment for all employees.

**Application Deadline: Please submit resume, cover letter, and 3 references to [jobs@boylepublib.org](mailto:jobs@boylepublib.org) by 11:59 pm on March 9, 2024. Please enter "Summer Reading Program Intern" in the subject line.**