

## Summer Library Intern

### SALARY RANGE

\$14.00 Hourly

### NATURE OF WORK:

This is a limited term, part-time internship with the W.J. Niederkorn library. This position is an opportunity to understand community-engaged librarianship and explore how to use your talents and perspectives to impact the community. The intern will work closely with the Head of Youth Services to develop a project that advances the library's mission and benefits the community. Candidates must be a High School Junior or Senior for the upcoming semester. Work is performed under the general supervision of the Head of Youth Services. Some evening and weekend hours will be required.

### JOB FUNCTIONS:

#### ESSENTIAL JOB FUNCTIONS

- ☐ Meet regularly with the Head of Youth Services
- ☐ Observe library operations, engage in library training, and conduct self-directed learning exercises to understand community-engaged librarianship at the W.J. Niederkorn Library
- ☐ Reflect and articulate personal interests, talents, and skills that will benefit the internship
- ☐ Develop a project, including its management, application and evaluation, in alignment with the library's mission and enriching the internship
- ☐ Support and strengthen community partnerships efforts
- ☐ Assist library staff as needed
- ☐ Maintain regular punctual and predictable attendance

#### REQUIREMENTS OF WORK:

Must be an entering High School Junior or Senior in the upcoming school year with the following knowledge, abilities, and skills:

- ☐ Desire in gaining new knowledge/concepts and apply basic library principles, services and practices
- ☐ Basic digital literacy and technology skills, including a working knowledge of computers, Internet, and Microsoft Office
- ☐ Basic communication skills (including oral, written, and listening skills)
- ☐ Ability to work independently
- ☐ Ability to ask for help or guidance when needed
- ☐ Ability to interact with diverse range of community members
- ☐ Ability to work as a team member
- ☐ Ability to stand or sit for several hours; conducting outreach as needed
- ☐ Ability to lift at least 30 lbs.; moving outreach equipment as needed
- ☐ Spanish language proficiency is a plus

#### SUPPLEMENTAL INFORMATION:

This position will run June 1, 2023 – August 31, 2023. Minimum of 60 hours – maximum of 100 hours will be worked during this assignment.