

NCL Summer Student Library Intern

This internship is for youth who are interested in learning more about public librarianship and want to gain experience working in a thriving public library. Under the guidance of the Assistant Director and Director, the summer Library Intern will assist in basic circulation duties, organizing and shelving library materials, creating crafts, promoting the library at Farmer's Markets and other outreach events, and helping with summer activities.

This Internship offers 2 sessions: June 2-June 30 and July 14 -August 11, approximately 6 hours per week. Students will receive a Certificate of Completion and a small stipend to cover their travel expenses to the library and for library outreach events.

Knowledge, Skills, and Abilities:

- Excellent customer service skills.
- Dedication to principles and practices of public library service.
- Desire and ability to work with children and families on a daily basis.
- Ability to work well with a diverse population.
- Attention to detail, and ability to complete assigned tasks.
- Basic computer skills (keyboarding and using a simple online database).
- Ability to sort alphabetically and numerically.
- Display initiative to take on additional tasks under direction of the Assistant Library Director.
- Ability to gain parent permission for student internship.

Reports to:

Library Director and Patron Services Supervisor

Minimum Qualifications:

- At least 14 years old.
- Reliable transportation.
- Ability to understand and follow oral and written English at a 6th grade level.
- Demonstrates commitment to principles of intellectual freedom and all aspects of customer diversity.
- Ability to work evenings and weekends.
- Proficient with personal computers and modern office procedures.
- Ability to alphabetize and file and to perform clerical tasks with precision.
- Able to maintain confidential and sensitive patron information.
- Able to carry up to 15 pounds of books across the library.
- Able to be on time to work.
- Able to stand for long stretches of time and be able to bend and stretch.

Additional Desired Qualifications:

- Previous customer service experience.
- Bilingual skills (any second language).
- Experience working or volunteering with children.

The above information is designed to outline the functions and position requirements for this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained. Furthermore, it does not establish a contract for employment between the Nederland Community Library and the employee, and is subject to change as the needs of the Nederland Community Library and the requirements of the job change.
