

# **Job Description**

## Summer Library Intern

### **Overview of Position**

The Summer Library Intern is responsible for serving patrons at the circulation desk, helping with the Summer Library Program, and lending creative support for various projects.

### ***Duties/Examples of Work***

- Performs front desk duties, such as answering the telephone and greeting patrons
- Conducts basic library services, such as materials check-in and patron check-outs
- Assists patrons with reference questions, reader's advisory, and basic technology use
- Assists in creative projects, oversees a selection of outdoor programs, and performs other related work as required

### ***Knowledge, Skills, and Abilities***

- Ability to be organized and work with patrons of all ages
- Ability to develop creative projects
- Ability to communicate effectively with staff and public and learn basic circulation tasks
- Ability to use office technology and help the public with a variety of tech needs
- Ability to maintain a regular work schedule

### ***Equipment Used***

- Computer, calculator, copy/fax machine, telephone, audio-visual equipment

### ***Education and Experience***

- Computer and general office experience and understanding of library environment
- Demonstrated patience and skill in dealing with the public

### ***Physical Demands of the Position***

- Standing, bending, twisting, stooping, lifting and pushing of moderately-heavy loads
- Reasonable accommodations may be made to help individuals with disabilities

### ***Special Requirements***

- Reliable transportation is a must