

Community Engagement Summer Intern
June–August 2019 (10-12 hours per week)

Minimum Qualifications: (education, experience, and certifications):

- Bachelor's degree
- Currently enrolled in a Master's of Library Science degree program from an ALA accredited library school
- Experience in a library or customer service environment
- Valid driver's license, good driving record, proof of insurance, and own vehicle

Minimum Competencies:

- Excellent interpersonal and communication skills
- Strong public service focus
- Willingness to take direction and demonstrate flexibility
- Experience in use of computers, electronic resources, and the internet as related to libraries
- Ability to work with people from a racially, ethnically, and socioeconomically diverse community
- Ability to collaborate with staff from other departments

Essential Functions:

- Attend and participate in community events, including Pride Event (June), 4th of July Parade, National Night Out (August)
- Assist with organization of and participate in community-based programs, such as special bookmobile programs, preschool summer reading program, and providing books at the swimming pools
- Support librarians in developing a strategic plan for the community around early childhood development, including taking notes at community meetings, assisting with organizational logistics, and helping gather data
- Staff the busy Youth Services desk

Other Functions:

- Perform other duties as assigned
- Attend library social and learning events

Working conditions:

The physical demands and environmental characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work includes prolonged sitting, standing, stooping, bending, lifting/moving materials, getting down on the floor, as well as frequent computer use
- Manual dexterity, clear speech, hearing acuity, and correctable vision are also required
- Ability to navigate the building
- Ability to tolerate medium-high noise level
- Employee must park in designated area