



Summer Youth Services Intern, 10 weeks – TWO OPENINGS

Job Description: Summer Youth Services Interns will assist the Children's, Youth, Young Adult, and Outreach Librarians in providing exemplary customer service to youth (ages 0-18) and their families both in the library and at remote locations where summer library programming is offered.

Report to: Children's, Youth, Young Adult, or Outreach Librarians

Responsibilities may include, but are not limited to:

- Assist with Summer Reading Program activities and services, including reporting participation and compiling statistics
- Assist the Outreach Librarian with recurring youth programming at off-site locations, which include daycares, schools, and community stops
- Proactively provide prompt, courteous, and direct assistance to all patrons with basic information regarding use of library materials, equipment, and services
- Sort, organize, clean, and shelve library materials in the children's department and young adult section, including books, magazines, and media
- Answer telephone at youth information desk and direct calls as necessary
- Perform opening and closing procedures for the children's department
- Provide general supervision of the children's library space in the absence of the Children's and Youth Librarians
- Assist with library staff duties, as directed, including but not limited to creating displays; preparing for programs; creating and distributing advertising materials and social media posts; and facilitating passive programming
- Perform other duties as assigned by the Children's, Youth, Young Adult, and Outreach Librarians

Additional Information: Full time position (40 hours weekly); requires day, evening, and weekend hours (schedule to be determined); requires ability to communicate in a courteous and effective manner with a diverse group of staff and patrons; requires flexibility to work in a changeable, busy environment; requires ability to reach, bend, and kneel to retrieve and replace books on shelves; requires ability to lift 20 pounds and push carts loaded with books

and equipment; requires familiarity with Word, Excel, Internet searching, and social media protocols

Qualifications (Education, Skills, Training): Enrollment in or completion of undergraduate degree *required*; customer service experience preferred; experience working with children or youth preferred; working knowledge of library principles and practices preferred. Candidates must successfully pass a background check.

Compensation and benefits: \$9.00 per hour. Ten-week paid internship position (no fringe benefits). Preferred start date May 28, 2019. Automatic deposit of paycheck required.

Submit cover letter, resume, and 3 references to jobs@boylepublib.org by 11:59 pm on April 5, 2019.

The Boyle County Public Library serves the city of Danville and the surrounding communities, and is actively committed to enriching the lives of its patrons.

The Boyle County Public Library
307 W. Broadway
Danville KY 40422
www.boylepublib.org