



Summer Internship Job details

Salary

\$10.00 an hour

Job Type

Temporary Part-time

Deadline May 21st

Begins June 1st, 2021 and end August 13th, 2021.

Full Job Description

Description

Under the close supervision of Library Leadership, will perform general duties to support library operations and initiatives, such as shelving, support of programming and outreach endeavors. This role will have orientation during the week of June 1st and support staff through August, 2021. The intern must be between the ages of 16 and 28 years and either in the final two years of high school, early in a post-secondary program (such as college or technical training), or seeking to develop new skills or competencies for the purpose of changing careers.

Duties and Responsibilities

- Shelf and shelf read all library materials.
- Move large quantities of materials from place to place for purposes of preparing to shelve or to shelve.
- Place materials in alphabetical order for shelving.
- Check books, periodicals, audio visual equipment, and other library material for damage.
- Holds and ILL Shelves maintenance.
- Assist patrons with basic library questions (find collections, use the catalog, print materials/use copy machine, hand off to staff for help with accounts).
- Help promote MHPL services at Outreach events and activities by assisting with the following forms of patron support:
 - Programs
 - Accessing digital Collections
 - E-Reader usage
 - Overdrive/Libby app
 - Assist with Summer Reading program activities as needed.
 - May perform other duties as assigned.

Job Requirements

- Physical agility to push/pull fully loaded book carts/trucks weighing up to 150 pounds, retrieve or place materials above shoulder or below knee level, and lift/carry materials/furniture weighing up to 40 pounds.
- Ability to follow oral and written directions.
- Ability to learn library book shelving system and sort/file materials alphabetically.
- Communication skills necessary to deal with the public in a courteous and cooperative manner.

- Bilingual (English/Spanish) preferred.
- Access to reliable transportation to and from work.
- Visual acuity required to accurately read written materials.
- Frequent sitting/standing in one position for extended periods of time.
- Comfortable working with children.

Additional Information

- Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust, and noise.
- Occasional exposure to out of doors during programming and outreach events.
- May require occasional travel between the library to outreach locations.
- Work schedules vary by and may require occasional nights/weekends to support special programming initiatives.

Hours

Schedule - To Be Determined

This internship opportunity was provided through a grant with the Idaho Commission for Libraries and was made possible, in part, by the Institute of Museum and Library Services grant number LS-246156-OLS-20. Grant total used as a stipend for intern = \$1,000.