

Youth Services Intern

Manheim Community Library

Revised February 2019

Job Title: Youth Services Intern

Pay Range: \$7.25 /hour

135 hours over 9 weeks

Tues., Wed., Thurs. (occasional Mon.)

Hours per week: 15 hours per week.

Immediate Supervisor: Director

General Description

Enthusiastic, creative and tireless best describe a Youth Services intern. This person supervises, executes and cleans-up after most of the Library's summer programs and activities for youth. Held approximately four times a week, programs will promote reading, library use and stimulate curiosity. Responsibilities also include enhancing the children's area of the library, including displays and bulletin boards to create a welcoming destination for families.

Basic Competencies

1. Meet Basic Library Job Qualifications (see page two)
2. Knowledgeable of Children's and/or Young Adult Literature
3. Enjoys working with children, young adults and their parents
4. Able to demonstrate basic library-use skills including but not limited to alphabetizing and numerical ordering
5. Computer use experience
6. Able to assist patrons find library materials
7. Able to work with volunteers and patrons to assist them in following library policies and procedures

Duties

1. Supervise scheduled programming for children and youth in the Library, ensuring that set-up and clean-up for programming is done in a timely manner
2. Provide Director and Youth Services Coordinator timely information about programs and events
3. Provide Library staff with the support needed to ensure smooth operation of the summer reading program
4. Present a positive face to the community for the Library
5. Perform basic circulation desk operations as needed
6. Work with patrons to meet their library needs
7. Maintain Summer Reading Data for Youth Services Coordinator
8. Oversees the creation and set-up of displays
9. Additional duties as requested by the Youth Services Coordinator or Director

Tentative Schedule

In-Library support for Summer Reading Program sign-up, activities and events, prize awarding, Library displays and circulation desk services.

- Monday – Family and STEM programs at the Library
- Tuesday – Reading Dogs
- Wednesday – SRP program at the Library
- Thursday/Friday – Story Time, Family Events

- Limited Miscellaneous Events on an as needed basis

Decision Making Authority

Operates under the general direction of the Director. Has the authority to make decisions regarding the operation of the circulation desk and children’s department within the limits set by the Director.

How to Apply

Please submit your resume and cover letter to info@manheimlibrary.org.

**Basic Minimum Library Job Qualifications
For All Positions**

Revised 2010

- Able to obtain current PA Child Abuse and Criminal Record Clearances
- High School Diploma
- Able to type and file accurately
- Able to learn the basic level library computer circulation skills within the three-month probation period
- Able to learn the specific skills of the assigned position and attend training programs available for the position
- Able to work pleasantly and knowledgeably with the staff and the public
- Able to give and follow written and oral instructions
- Able to work independently and make decisions within established guidelines
- Able to climb 2-step stools; lift, carry, and shelve library materials above the shoulders and below the knees
- Possess the manual dexterity and coordination required to process materials

General Physical Effort & Stress Levels

(Individual Positions May Vary)

	High	Med	Low	None
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual Dexterity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Limited movement or change of position	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>