

# Library Summer Intern (Part-time)

The Library Summer Intern works to meet the needs of young adults by providing special programs during the summer. Craft and STEM activities, reading clubs, and volunteer opportunities are some of the special programs provided. This position also assists with children's and adult programming as needed.



## Responsibilities:

Able to provide all library duties as outlined in Library Assistant position in addition to:

- Helps provide a high standard of young adult services for the Ely community.
- Prepares young adult bibliographies and reading lists.
- Develops and conducts a variety of library programs for young adults, aged 13-17, both in-person and virtually.
- Maintains records on program attendance and funding needed for programs. Maintains and orders supplies needed for programs.
- Provides opportunities for other young adults to volunteer in the library.
- Promotes the services, programs and resources of the library. Works with other staff for flyers, brochures, newsletters and press releases for programs.
- Assists with other programming as needed.
- Other duties as assigned by Library Director.

## Requirements:

- Position is part-time during June, July and part of August.
- Must be 16 years of age or older.
- Ability to interact amicably and communicate well with customers and staff.
- Experience and confidence working with various computer and software programs, online searching and the Internet.
- Creativity in planning and providing programming.
- Must possess excellent written and proofreading skills.
- Must be able to physically lift 40 pounds as necessary, including bending and lifting often.
- Must be able to work Saturday and/or evening hours as needed.

## Education:

Experience working with youth preferred.