



## **Job Description**

**Job Title:** Library Intern

**Department:** Multiple

**Reports To:** Assigned Department Manager

**Status:** Part-time, Temporary, Non-exempt

**Date Created/Revised:** February 2023/August 2023

### **Position Summary:**

Under the general direction of a department manager, the Library Intern will learn about and provide assistance to various functional areas within the Library system which includes the Main Library, Local History Library, and Maker Lab in Troy, and the Oakes-Beitman Branch Library in Pleasant Hill. Interns will acquire basic adult job and life skills facilitated by an assigned mentor while having the opportunity to assist with Library services, programs, and operations. This is a grant-funded position that may run through August 2024. Pay rate is \$12.00 per hour.

### **Characteristic Responsibilities/Duties:**

- Assist Youth Services Librarians in the preparation and presentation of programs for Kindergarten through High School aged youth.
- Assist Maker Lab Associates in the maintenance and operation of various types of equipment used by patrons.
- Assist Maintenance Technicians with general facility and grounds keeping tasks.
- Sort and shelf returned library materials for recirculation.
- Provide support for special programs or events held throughout the local community; i.e. First Fridays, Outreach events.
- Participate in Roadmap to Your Future classes.

### **Required Skills, Knowledge and Abilities:**

- Effective verbal and written communication skills.
- Basic computer skills, including use of MS Office Applications, the Internet, and email.
- Ability to work cooperatively and effectively with other library staff.
- Reliable transportation to/from work site.
- Able to work evenings and some weekends.

**Education/Experience:**

- Recent high school graduate or making satisfactory progress towards high school diploma

**Work Environment and Physical Requirements:**

The work environment is typical of such climate controlled places as offices, meeting and training rooms, libraries, and residences. Requires adherence to safe workplace practices while operating equipment, avoidance of trips and falls, and correct lifting technique.

**Additional Requirements:**

- Attendance and reliability: Demonstrates reliability by arriving to work on time and by completing assignments in expected time frames.
- Customer Service: Represents the library in an appropriate manner when dealing with staff, managers, and members of the public.
- Diversity: Treats others with respect and consideration regardless of their cultural background, status, lifestyle choices, or position.
- Initiative: Asks for and offers help when needed.
- Teamwork: Exhibits a willingness to work in a team-oriented environment. Demonstrates pleasant communication skills and supports others in the completion of library operations.
- Organizational Ethics: Follows all library policies and procedures.
- Safety/Security: Observes safety and security procedures. Promptly reports potentially unsafe conditions. Operates and uses equipment and materials properly.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by an individual working in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

Troy-Miami County Public Library is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. Troy-Miami County Public Library's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.

Employee signature below indicates the employee's understanding of the functions, duties, and requirements of the position.

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Employee Signature

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Date