



The Troy-Miami County Public Library has a unique opportunity for teens age 16-18. We are seeking up to 5 teens to work part-time as Library Interns. 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 will run through August 2024. Pay rate is \$12.00 per hour.

Characteristic Responsibilities/Duties:

- Assist Youth Services Librarians in the development, 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.
- Apprentice with Library Associates in an area of individual interest after introduction to multiple disciplines represented in the Library system.
- 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:

- 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.