



Job Description

Job Title: Library Intern

Reports To: Branch Supervisor

Status: Part-time, Non-exempt

Date Created/Revised: May, 2025

Position Summary:

Under the general direction of the branch supervisor, the Branch Library Intern supports programs and general library functions as well as providing customer service to library patrons. This position to be filled for a one year period with potential for extension.

Essential Duties/Responsibilities:

- Assist in the preparation for and presentation of programs for youth of all ages and adults.
- Provide support for special programs or events held throughout the local community.
- Sort and shelve returned library materials for recirculation.
- Offers assistance to patrons in locating requested materials.
- Instructs patrons in the use of online card catalog, the Internet, databases, self-check machines, and other library equipment such as computers, laptops, copiers, etc. areas.
- Follows all safety procedures and policies.
- Other tasks as requested in support of library staff members.

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.

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.

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

_____ Employee Signature	_____ Date
_____ Supervisor Signature	_____ Date