



C.A. Friday Memorial Library Job Description

Position Title: Summer Intern		Department: Library – All Departments	
Reports To: Youth Services Coordinator	Part-Time: Temporary/Seasonal	FLSA Code: Non-exempt	

Position Summary: Under direction of the Youth Services Coordinator, in collaboration with an Assistant Librarian, this position will be involved in all aspects of the summer reading program. This includes assisting with library programs and events, clerical/administrative tasks and related work as required. Hours will be varied including evenings and Saturdays.

Essential Functions: These functions will comprise approximately 70-100% of your time on an average work day, but may fluctuate as business needs change.
➤ Provide support for summer programming – children, teens and adults
➤ Compile statistics for reports
➤ Collaborate with library staff on summer programming, including set-up and take-down, decorating and organizing materials
➤ Assist individuals and families with registering for summer reading, logging hours and marking reading logs
➤ Assists library customers in the use of library facilities and equipment
➤ Interprets library policies to customers
➤ Keeps the library tidy and organized

Other Responsibilities: These functions will comprise up to 25% of your time.
➤ Perform other duties as assigned.

The C.A. Friday Memorial Library Board of Trustees has reviewed this job description to ensure that essential functions and other responsibilities have been included. It is not intended to serve as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate and as business needs change.

Qualifications: The requirements listed below are representative of the qualities, knowledge, skill, and/or ability required to perform the essential functions of the job.

- Ability to work enthusiastically and effectively with children, teenagers and adults in the library and community.

- Positive attitude, enjoyment of challenging work, ability to meet deadlines, and a willingness to work in a flexible environment with quickly changing tasks and priorities.
- Ability to manage and balance the multiple tasks associated with the day-to-day services of the library.
- Ability and initiative to work independently with minimal direction.
- Sensitivity to customer privacy and intellectual freedom issues
- Strong organizational skills.
- Ability to work accurately with attention to detail.
- Ability to efficiently operate a variety of office and library equipment including computer and printer, photocopier, fax machines, and media equipment.
- Proficiency in the use of word processing software.

General Core Competencies: Communication, Cooperation and Teamwork, Commitment to Quality, Customer Service, Professionalism, Critical Thinking and Problem Solving.

- **Communication** – Uses communication styles and methods effective for the situation and audience.
- **Cooperation and Teamwork** – Works effectively with diverse teams to achieve collective goals.
- **Commitment to Quality** – Improves work practices to achieve desired results.
- **Customer Service** – Ability to respond to our customers and anticipate their needs.
- **Professionalism** – Meets or exceeds workplace guidelines, standards and specifications.
- **Critical Thinking and Problem Solving** – Demonstrates the ability to make decisions, identify, analyze and solve problems, and take action as appropriate.

Organization Contacts: Library customers, library staff, City of New Richmond staff, partner and stakeholder groups, Friends of the Library, and the Library Board.

Education and Experience: The preferable candidate will have either current or past enrollment in Library/Information Science, English, or Education undergraduate or graduate program. Minimum requirement high school diploma. A criminal background check will be completed on final candidates.

Physical Requirements: This position consistently requires the ability to stand, work with hands and fingers to manipulate objects and the ability to retrieve and replace materials on shelves at various heights. Must possess visual acuity sufficient to see at close-up levels and perceive depth. Position frequently requires walking, bending at the waist, twisting the upper body, reaching, talking, hearing and the ability to adjust vision as needed. Occasional sitting, lifting and carrying up to 35 pounds, climbing, balancing, and crawling. Some pushing of up to 75-100 pounds, kneeling and crawling.

Working Conditions: Work is performed indoors, and includes consistent customer contact. The incumbent will work independently and as a part of a team. Work schedule is variable and includes daytime, evening and weekend hours. Occasional exposure to heights, heat, cold, temperature changes, noise, odors and dust. May work outside on an occasional basis.