



## Lincoln Township Public Library

### Job Description

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**Job Title:** Summer Intern  
**Reports to:** Head of Library Services  
**Pay Range:** Non-paid  
**Status:** Volunteer; Part-time.

### Job Summary

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The intern assists library staff with maintenance and organization of library materials, while using their knowledge of the library materials, services and programs to provide excellent customer service to patrons. The intern will assist with routine tasks that support day to day functions of the library and preparation of special programs and events.

### Duties & Responsibilities

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1. Sort, shelve, search for and retrieve library materials.
2. Read shelves for accuracy of order, correcting any issues.
3. Provide simple directional information to patrons; redirecting complex or reference questions to the appropriate staff member.
4. Shadow different areas to learn library processes at the library.
5. Inspect materials upon return for damage; perform simple mending of library material.
6. Helps prepare materials and library facilities for program use.
7. Performs other related work as required or assigned by supervisor.

### Qualifications

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Applicant must be a high school student with proper work permit and parental permissions. They must submit a letter of recommendation along with application.

### Job Requirements

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1. Customer satisfaction-oriented.
2. Strong organizational, time-management, and interpersonal skills.
3. Effective verbal and written communication skills. Must be able to read, write, and understand the English language.

4. Attention to detail while sorting materials alphabetically and numerically; ability to perform repetitive tasks quickly and accurately.
5. Proficiency with current technology and the ability to assist patrons with basic use of self-check, public computers, copier, printer and fax machines.
6. Physical ability to push/pull fully loaded book carts weighing up to 70 pounds, retrieve or place materials above shoulder or below knee level, and lift/carry materials or furniture that typically weighing 25-35 pounds.
7. Ability to work under limited supervision, exercising latitude in judgment to determine work methods and results.
8. Ability to enforce library policies and make sound judgment decisions when necessary.

## **Working Conditions**

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1. Generally, will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust or noise.
2. Work hours may be varied, and may include evenings and weekends.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties. Other duties may be assigned.*

*Reasonable accommodations may be made for qualified candidates with a substantial impairment who are capable of performing the essential functions of the position.*