

YPSILANTI DISTRICT LIBRARY

Library and Information Science Internship (2)

Department: Youth Services, Whittaker Road Location (1) and Michigan Avenue Location (1)

Reports: Youth Services Department Head and Branch Manager

Description: The Ypsilanti District Library has three locations and a bookmobile that serve a diverse population of 83,000 in the City of Ypsilanti, Ypsilanti Township and part of Superior Township, about 35 minutes west of downtown Detroit. Our Youth Departments are Summer Food Service sites and also offer a full range of educational programs for youth of all ages and their families, from hands-on STEAM activities, to Michigan Council of Arts and Cultural Affairs funded teen music workshops, to engaging storytimes and play based learning stations for little ones.

Under the direction of the YDL-Whittaker Youth Services Department Head or YDL-Michigan Branch Manager, the Intern will perform a wide variety of duties and tasks, gaining exposure to and experience in the full scope of public librarianship typical of a busy youth department. The internship is designed for MLIS/MSI graduate students preparing for library careers. Therefore, thoughtfully-constructed projects that complement the intern's coursework may be assigned based on skills, interests, and academic requirements.

Tasks:

1. Provide quick and accurate reference and reader's advisory services to patrons of all ages.
2. Assist patrons with tools, such as online catalogs, databases, summer reading sign up, and computers.
3. Assist with library programs and the Summer Food Service Program.
4. Assist in the creation of youth and family programs, such as hands-on STEAM activities, storytimes, family writing and literacy workshops, outdoor activities, and teen creative workshops.
5. Other duties as assigned.

Qualifications:

1. Must be a Library/ Information Science student from an ALA-accredited library school.
2. Familiarity with children's literature and electronic reference sources.
3. Excellent communication, interpersonal and customer service skills.
4. Strong technology skills and the desire to use a wide variety of new technologies to guide youth creative projects at summer programs.
5. Enthusiastic and creative public service outlook.
6. Knowledge of the philosophy and techniques of children's library service.
7. Experience working with youth and diverse populations.
8. Ability to work both independently and as a member of a team, function in a professional manner, and use good judgment.
9. Previous public library experience a plus.

Time/Hours:

Internship begins May 21, 2018 and lasts through August 17, 2018. Hours are scheduled to be 12 per week, including daytime, evening, and weekend shifts.

Salary/Benefits:

\$12.00/hour. No benefits.

Application: To apply, send your resume, cover letter, and completed YDL application (www.ypsilibrary.org/jobs) by April 14, 2018 to Human Resources, Ypsilanti District Library, 5577 Whittaker Road, Ypsilanti, MI 48197.

YDL is an Equal Opportunity Employer