JOB POSTING

Youth Services Librarian Intern

Hours:
- 21-28 a week, including evenings and Saturdays

Salary:
- $11.00/hour first year
- $12.00/hour second year
- No benefits
- Internship is limited to three years, with a six month minimum commitment*

Qualifications:
- Bachelor’s Degree
- Current enrollment in a Master’s degree program in information and library science
- Proficient in computers and computer technology
- Visual and physical ability to perform duties as assigned*

Primary Duties and Responsibilities:
- Providing reference and reader’s advisory service
- Assist patrons with questions regarding their library account, finding materials, and checking materials out
- Assist with the development and implementation of Library programs for youth from birth through high school
- Assist with collection development, including selection and deselection
- Create bulletin boards, displays, and recommended readings lists
- Other duties as assigned

Deadline: Friday, October 11, 2019

Interested parties should obtain and complete a City of Allen Park application form at https://cityofallenpark.org/Services-Departments/Human-Resources-and-Risk-Management/Employment/EmploymentApplication.aspx. The completed form, resume, and copies of all applicable education should be submitted to:

   Brandi Swinehart, Assistant Director
   Allen Park Public Library
   8100 Allen Road
   Allen Park, MI 48101-1708
   or electronically to: bswinehart@cityofallenpark.org

*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This job description is not a contract between the City of Allen Park and the employee. All positions are at-will. This is not an all-inclusive listing of work requirements. The library reserves the right to revise this job description.