

St. Clair Shores Public Library
22500 Eleven Mile Road
St. Clair Shores, MI 48081
586 771 9020

JOB POSTING

Youth Services Librarian Intern

Hours: 15-20 hours weekly. Includes evenings and Saturdays

Pay: \$14.00 per hour; no benefits

Internship limited to three years.

Qualifications:

- Bachelor's degree
- Currently enrolled in an ALA-accredited Library and Information Science Master's degree program with 12 credit-hours completed.
- Proficiency in (Knowledge) of computers and computer technology.
- Visual and physical ability to perform duties as assigned. Able to lift up to 40 pounds.

Desirable Skills:

- Recent public library or customer service work experience.
- Previous work with children.
- Coursework related to public library and services to children.
- Familiar with e-readers, tablets, digital, electronic and online resources.

Responsibilities:

- Provides general reference at the Youth Services and Adult Services Public Information Desk.
- Work collaboratively to plan and present programs for children from birth to age 18.
- Assist Youth Services Librarians with collection development.
- Assist patrons in accessing library resources, including print, non-print, digital, and online resources.
- Create bulletin boards, displays, and program flyers.
- Suggest program and projects ideas.
- Other duties as assigned.

Interested parties should obtain and complete a City of St. Clair Shores Application form from www.scsmi.net.

The completed form along with a resume and copies of all applicable education and training must be submitted to Rosemary Orlando, Library Director, 22500 11 Mile Road, St. Clair Shores, MI 48081. no later than 4:00 P.M. on Monday, September 23, 2019.

The City of St. Clair Shores is an EOE.