



**SUMMER INTERNSHIP**  
**Mid-May 2018 to Mid-August 2018**  
**Approximately 20 hours per week**

We are looking for a summer intern to work in the Popular Materials Department. The responsibilities of this position include, but are not limited to, providing assistance to patrons registering for the summer reading program, explaining the program, recording statistics, shelving library materials, and assisting with special projects. Candidates must be friendly and outgoing, have good communication skills, and be well organized. Selected candidate will work with volunteers and staff members to handle approximately 5,000 patrons who will sign up for the Summer Reading Program.

Qualifications include:

- High school diploma or equivalent.
- Customer Service experience preferred.
- Ability to type and enter data into computer accurately.
- Ability to read library material labels in order to comprehend and put in correct order.
- Ability to provide excellent customer service.

Physical requirements include: speaking, hearing, vision and keyboarding ability sufficient to adequately perform the job, ability to push/pull up to 50 pounds, and lift and carry up to 20 pounds occasionally.

Scheduled Hours:	Tuesdays	5:00 p.m. – 9:00 p.m.
	Wednesdays	4:00 p.m. – 9:00 p.m.
	Thursdays	10:00 a.m. – 4:00 p.m.
	Saturdays	10:00 a.m. – 5:00 p.m.

Salary: \$11.93 per hour

Employment applications are available on line at [www.palatinelibrary.org](http://www.palatinelibrary.org), at the Welcome Desk at the Main Library, or at any of the branch locations. Please indicate the position you are applying for on the application. Submit completed application to the Human Resources Department.

March 2018