

PALATINE PUBLIC LIBRARY DISTRICT

INTERNSHIP DESCRIPTION

TITLE: Summer Intern

DEPT.: Popular Materials Department

REPORTS TO: PMD Manager

CLASSIFICATION: Non-Exempt

Objective:

Provide support to the Popular Materials Department during the Summer Reading Program, in accordance with the policies and procedures of the Library District.

Duties:

1. Provide assistance to patrons registering for Summer Reading Program
2. Provide information and give instructions about the program as requested.
3. Record enrollment and completion statistics.
4. Sort and shelve library material as needed.
5. Perform clerical duties and special projects as assigned.

Performs other miscellaneous duties as assigned.

Minimum Qualifications:

Education:

High school diploma or equivalent.

Experience:

None required. Customer service experience preferred.

Skills:

Office & Library

- Ability to type and enter data into computers accurately.
- Knowledge of Windows platforms and Windows Office Suite (Word, Excel, Outlook, and Internet Explorer)
- Ability to read library material labels in order to comprehend and put in correct order
- Ability to alphabetize correctly and to understand numerical arrangement utilizing the decimal point (Dewey Decimal Classification)
- Ability to handle multiple tasks.

Communication

- Communicates effectively in English, both orally and in writing.

Customer Service

- Ability to provide excellent customer service.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the functions of this job.

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.

Working Conditions:

Work is performed in a typical library environment. Part-time internship. Will require working daytime, evening and weekend hours.