



SUMMER INTERNSHIP
Mid-May 2021 to Mid-August 2021
Approximately 20 hours per week

We are looking for a summer intern to work in the Youth & Teen Services department. The responsibilities of this position include, but are not limited to, providing assistance to members 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. The selected candidate will work with volunteers and staff members to handle approximately 5,000 members 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.

Schedule: Will include daytime, evening and weekend hours, approximately 20 hours week.

Salary: \$13.04 per hour

The ideal candidate will share our vision of inspiring connection, curiosity, and joy. Candidate will enjoy providing assistance to others and be comfortable working in a team environment. We are an Equal Opportunity Employer and strive to reflect our diverse community through our dedication to equity, diversity, and inclusion.

Employment applications and job descriptions are available online at 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 2021