



# Internship Opportunity

## Summer Reading Intern (Adult and Youth Services)

General Administrative Office, St. Peters, MO

Part-time, average of 20 hours per week

**Duties:** Under the general direction of the Adult and Youth Services Managers, position performs a variety of professional, entry level duties in relation to the Summer Reading Program. The Intern will help plan, execute and document the Summer Reading Program. This will include sending materials to branches and distributing marketing materials throughout St. Charles County, registering participants, managing the participant database, promoting the program to the community, assisting at events for adults, children and teens, reporting results to local School Districts, evaluating results for grant reporting and other duties as assigned.

### **Qualifications:**

- Basic knowledge of working in an office setting
- Clerical skills and ability to use Microsoft Office and Google applications, with strong spreadsheet skills
- Pleasant manner, patience, problem solving ability and dependability
- Ability to multi-task and manage multiple projects
- Ability to lift up to 25 pounds

### **Education and experience:**

- At least one year of college completed
- Strong interest in Library Science
- Prior employment or volunteer experience in a library preferred
- Strong verbal and written communication skills

**Reports to:** Adult and Youth Services Managers

**Length of appointment:** May- August, 2018

**Rate:** \$12.00 per hour. This position is funded by a grant from the Institute of Museum and Library Services.

**Deadline for applications:** Monday, March 12, 2018

Applications are available at any Library Branch or on our website at [www.youranswerplace.org](http://www.youranswerplace.org)

**For immediate consideration:** Cover letter and resume with completed application can be returned to the Library Branches, emailed to [HR@stchlibrary.org](mailto:HR@stchlibrary.org), or mailed to SCCCLD, Human Resources, 77 Boone Hills Dr., St. Peters, MO 63376.

Please note: We appreciate your interest in the Library District, but due to the high volume of responses, we may only be able to contact those applicants that we wish to interview.