



Internship Opportunity

Summer Reading Intern (Adult and Youth Services)

Schedule varies, approximately 20 hours per week
General Administrative Office, St. Peters, MO

Be a part of the team that makes one of most important library services of the year happen- Summer Reading!

Under the general direction of the Adult and Youth Services Managers, interns will perform various entry-level duties related to executing and documenting the Summer Reading Program. Primary tasks include managing the participant database and assisting at library events across the county for adults, teens and children. Interns will also help distribute materials to the District's twelve branches, register participants, and report results to school districts, with other duties as assigned.

While interns will have regular weekly duties, they can also expect a fun and dynamic work atmosphere where they will meet new people and try new assignments each week.

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 2019

Rate:

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

The St. Charles City-County Library is a Kaleidoscope of Discovery! With an operating budget of over \$19 million, our twelve library branches are located in some of the fastest growing communities in Missouri, and poised to grow right along with them. The future looks bright. Join us!

For immediate consideration a cover letter and resume along with completed [SCCCL Application](#) can emailed to HR@stchlibrary.org, or mailed to SCCCL, Human Resources Department., P.O. Box 529, St. Peters, MO 63376, by **Monday, March 11, 2019**

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.