



Internship Opportunity

Summer Reading Intern (Outreach 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 Outreach Services Manager, interns will perform a variety of entry level duties related to the Summer Reading program. The Intern will help plan, execute and document the Summer Reading program, including planning and implementing programming at summer camps, senior living facilities, and at risk-youth organizations throughout St. Charles County. You will also assist with signing up individuals for the Summer Reading program at outreach locations, assisting at outreach events, registering participants, evaluating results for grant reporting, weekly Lunch @ the Library responsibilities, and other duties as assigned. This position is funded by a grant from the Institute of Museum and Library Services.

Qualifications:

- Basic knowledge of working in an office environment
- 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:

Outreach Services Manager

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.

The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.

2/8/19-3/11/19