

**Internship – Middleton Public Library
Library Department Position: Intern
Wage Range – \$8.75 to \$9.00 per hour
Applications due by May 3, 2024**

Description:

We are looking for an enthusiastic intern to join Middleton Public Library for the summer. Regular duties will include administrative tasks, customer service, day-to-day operations and specific projects as assigned. A successful internship will provide you with a broad understanding of front line library services including library systems management, programs and events.

The internship period will be May 29, 2024-August 2, 2024. The intern selected will be scheduled for approximately **16 hours per week**, based on Library need. Do not let your summer camp or vacation plans stop you from applying, we are flexible and will work with you on your schedule.

This is a paid internship, made possible by a generous grant from the Idaho Commission for Libraries (ICFL). The chosen candidate will be hired as a temporary employee of Middleton Public Library and the City of Middleton.

Responsibilities could include:

- Assisting the librarian in regular projects (shelving, collection maintenance, book repair)
- Greeting and assisting patrons in a professional and proficient manner
- Helping with community outreach tasks and services as required
- Answer telephones and provide information regarding the library and its services
- Work evening and/or weekends
- Special Library improvement projects, not limited to, but including collection development, decorating, reorganization of displays and sections
- Basic facility maintenance in the Library

A successful intern will:

- Provide excellent customer service to patrons of all ages
- Demonstrate a desire to learn about the functions of the Library
- Be willing to attend scheduled meetings and collaborate with other ICFL interns
- Operate effectively as a member of the library staff team, working with a variety of personalities to develop skills and gain knowledge about Library services
- Be reliable and professional
- Demonstrate flexibility and a commitment to the overall success of the Middleton Public Library

Essential physical abilities:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively on the telephone and in person;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to sort and catalog a variety of books, written documents and materials;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to bend and stretch repeatedly and to operate computer equipment and other office equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to sit at a computer for long periods of time, and lift or move at least 30 pounds.
- Must be able to stand for extended periods of time, push/pull fully loaded book carts, lift/carry library materials and equipment, reach high and low shelving to remove or replace objects, and repetitively grasp and hold objects.

Please send a resume and cover letter to admin@mymidlib.org by May 3, 2024.

