



Job Title:	Youth Services Summer Intern	Status: Part Time, Seasonal
Department:	Youth Services	Rate: \$10.50 per hour

Description: The Radnor Memorial Library is seeking applicants for the position of Youth Services Summer Intern to work in the Youth Services department during its busy summer months, from June 17 through August 16, 2024. Summer Interns must be available to work 12 hours per week, including some evenings and weekends.

The primary function of this position is to support the implementation of the Summer Reading Club program. Additional responsibilities include supporting the day-to-day operations of the library such as shelving materials and assisting patrons.

- Qualifications:**
- High school student entering 10th grade and up
 - Experience working with children
 - Proficiency with technology and ability to learn new technologies quickly
 - Exceptional customer service skills and professionalism
 - Ability to perform essential functions of the position with minimal supervision
 - Ability to work as a member of a team
 - Must provide PA Criminal History Record, Childline Child Abuse Clearance, and FBI Fingerprint Check prior to beginning employment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

Contact: Please send completed (1) RML Employment Application, (2) Supplemental Application via email or mail to:
Carrie Sturgill
Radnor Memorial Library
114 W Wayne Avenue
Wayne, PA 19087
csturgill@radnorlibrary.org

Deadline: Applications will be accepted on an ongoing basis

**Radnor Memorial Library
Job Description**

Job Title:	Youth Services Summer Intern
Reports To:	Head of Youth Services
Prepared By:	Carrie Sturgill
Date:	April 2024
Status:	Part Time, Seasonal

Summary:

Under the direction of the Head of Youth Services, the Youth Services Summer Intern will work in the Youth Services department during its busy summer months, from June 17 through August 16, 2024. Summer Interns must be available to work 12 hours per week, including some evenings and weekends.

Essential Duties and Responsibilities include the following (*other duties may be assigned*):

- Supports the implementation of the Summer Reading Club programs and procedures
- Supports the day-to-day operation of the library such as shelving and assisting patrons
- Assists library patrons with the use of collection with focus on the juvenile and teen sections as well as providing reference and readers advisory service
- Assists with collection maintenance projects and weeding as assigned
- Provides assistance with digital resources
- Fills appealing displays to promote events, services, and collections
- Maintains a safe, comfortable environment in the Children's Area and Teen Area
- Assists with library programming for children, birth through high school and their caregivers.

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