

Job Title:	Youth Services Summer Intern	Status: Part Time, Seasonal
Department:	Youth Services	Rate: \$10.87 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 16 through August 15, 2025. 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 2025
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 16 through August 15, 2025. 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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**Youth Services Summer Intern
SUPPLEMENTAL APPLICATION
2025**

Are you available to work 12 hours per week (on average)? Yes _____ No _____

Which shift(s) are you able to work (weekends will be on a rotation)?

Morning _____ Afternoon _____ Evening _____ Weekend _____

With appropriate training, would you feel comfortable working at the children's desk by yourself? ____ Yes ____ No

What date are you available to begin work (starting 6/16/25)? _____

Please list any days or dates you are unavailable to work between 6/16 & 8/15:

What date would be your last available day to work (ending 8/15/24)? _____

Select the project(s) that you are most interested in (choose as many as you like):

- ____ Reshelving books and other materials
- ____ Helping families sign up for Summer Reading Club
- ____ Assisting children with selecting and locating library materials
- ____ Collection projects including weeding/withdrawing/relabeling, looking for missing items, and gathering circulation statistics
- ____ Creating displays and signage that highlight parts of the children's collection
- ____ Helping with in-person programs for teens
- ____ Helping with in-person programs for kids
- ____ Preparing materials for take-home kits

Please describe any previous experience working with children:

What do you enjoy most about working with children?

Name _____
Email _____

Please describe any previous volunteer or work experience in a library setting:

**Youth Services Summer Intern
CONTRACT
2025**

By signing below, I agree to comply with the following expectations in the role of Youth Services Summer Intern at the Radnor Memorial Library:

- I am responsible for my scheduled hours and for signing my time sheet for every shift that I work.
- If I need to change my schedule, I will contact other summer interns to obtain a substitute or switch shifts and notify the Head of Youth Services of the change. If I cannot find a substitute, I will notify the Head of Youth Services right away.
- In the event of illness, I will call the Youth Services Librarian on duty for that day (or Reference Librarian if a Youth Services Librarian is not available).
- If I will be arriving late for a shift, I will call the library to notify the staff.
- I will dress appropriately and professionally and maintain a neat and clean appearance (No shorts, tank tops, flip-flops, or athletic/athleisure wear).
- I will not use my cell phone while working at the desk without special permission from the Head of Youth Services.
- I understand I may have a drink at the desk (with a lid) and an occasional small non-messy snack as long as it's not a visible distraction.
- I will maintain an attitude of availability and eagerness to help patrons at any point (for example, I won't get too absorbed in one particular task that I'm not free to help patrons), and I will smile at everyone who approaches me with a question.
- I will be respectful of all library staff and will work courteously with the other departments. When I am the only staff member scheduled to work at the children's desk (evenings and weekends), I report to the Reference Librarian on duty.

Name _____

Signature _____ Date _____