

<b>Job Title:</b>	Youth Services Summer Intern	<b>Status:</b> Part Time, Seasonal
<b>Department:</b>	Youth Services	<b>Rate:</b> \$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 10<sup>th</sup> 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