

Job Announcement
Rochester Hills Public Library
Adult and Teen Services Programming Intern

Position: Programming Intern/Library Page (approx. 12 hours/week;
Wednesday afternoons/evenings especially)

Supervisor: Adult Services Manager/Teen Services Librarian

Salary: \$9.50/hour

Dates: Deadline for applications: Wednesday, February 13, 2019
Interview anticipated: Week of February 18, 2019
Decision anticipated by: Friday, March 1, 2019
Starting date: ASAP

Application: Please fill out an employment application at
<http://www.rhpl.org/jobs> and attach a resume. Cover letters are encouraged.

Primary Job Duties:

- Assist Adult Services librarians with the planning and execution of library programs
- Serve as backup for Teen Services Librarian at teen programs
- Introduce speakers and performers at library events
- Attend Adult Services programming meetings
- Assist with large programs in the youth and outreach departments
- Assist with other tasks in the Adult Services department, which may include: shelving books and library materials; assisting librarians with collection development; special projects assigned by the department manager; and other duties as assigned.

Required Qualifications:

- Bachelor's degree and current enrollment (or planned enrollment) in a Master of Library Science degree program
- Flexible, friendly, approachable and enthusiastic manner with all ages
- Strong oral and written communication skills
- Strong interest in working with teens
- Must be a self-starter, able to manage multiple projects effectively and to meet deadlines
- Strong skills and interest in technology, especially with tablets, eReaders, smartphones, and other devices used with the library's digital services

- Willingness to maintain a flexible schedule in order to implement library programming
- High level of energy
- Desire to meet the public and serve patrons of all ages
- Ability to establish and maintain effective working relationships at all levels
- Knowledge of the philosophy and techniques of public library service

This is not an exhaustive list of all duties, responsibilities and qualifications. It is intended to describe the major responsibilities and requirements of this position.