



EMPLOYMENT OPPORTUNITY

The Bloomfield Township Public Library is looking for an enthusiastic, energetic library science student committed to high quality public Library service. The Bloomfield Township Public Library is a class V Library, with a service population of 42,000+ people. There is strong community support for the Library, collections, services and programs offered. The Library promotes inclusivity in the diverse collections and programs available to all ages and abilities. Technology is integrated into Library services. The successful candidate will have a strong commitment to provide quality public service and the desire to work in a collaborative team environment.

POSITION TITLE: Library Intern

DEPARTMENT: Youth Services, reporting to Department Head

HOURS:

Part-time, 20 hours weekly. Includes evenings and weekends. Internship limited to three years.

WAGES & BENEFITS:

\$17.25 per hour with an increase to \$18.00 after successfully completing a 90 day orientation period. Pro-rated paid time-off benefits, i.e., sick, personal business, vacation, holiday, and emergency time. Term life and disability income insurance provided.

MINIMUM REQUIREMENTS:

- Current enrollment in an ALA-accredited Library and Information Science Master's degree program.
- Dedication to library service of a diverse population.
- Proficiency in the use of computers for library work, including the ability to access and utilize internet and database resources, social media platforms and office software applications.
- Ability to lift, bend, stoop, push, and pull equipment or carts weighing up to 20 pounds. Ability to visually review materials, discern vocal and audible tones, communicate over the telephone, and provide clear verbal and written directions.

DESIRABLE:

- Recent public library or retail work experience.
- Familiarity with social media and content management systems.
- General knowledge of library collections, databases, downloadable materials, website, and online catalog.
- Coursework related to public library and service to children and families.

RESPONSIBILITIES:

This is a pre-professional position that will prepare the intern for future employment in a public library. Interns will serve the public at the library's service desks. Other regular duties include materials advisory, reference services, and helping patrons access the library's technology services including the online catalog. Interns will work positively and collaboratively across departments to accomplish goals. Intern projects may include planning and presenting programs, collection development, the creation of web content, outreach to the community, and other duties as assigned. We are also open to project ideas from interns. The goal of the internship is to provide supervised, varied experiences that prepare library science students for the work of professional librarians.

APPLICATION, RESUME, COVER LETTER: Due Friday, September 20, 2019

Applications can be delivered in person, or via email, mail, or fax.

The application is available on the Library's website at www.btpl.org.

Please submit application materials to:

Careers
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302
248-642-5800

Email (PDF forma)t: careers@btpl.org

Fax: 248-258-2555