

ALBANY COUNTY PUBLIC LIBRARY
Stories @ the Parks – Summer Intern

Late May – July 28, 2017

10 hours per week, Tuesday-Thursday mornings required

GENERAL STATEMENT OF DUTIES: This internship supports the children's summer reading program. Interns will report to the Stories @ the Parks Coordinator or in the absence of the coordinator, the Youth Services Librarian.

DISTINGUISHING FEATURES OF THE POSITION: Interns may be responsible for all or a combination of the following duties: preparing and presenting library storytimes and activities at Laramie Parks, assisting at afternoon activities in the library, and other duties as needed.

EXAMPLES OF WORK:

- Reads stories, sings songs, and plays games with children of all ages, in Laramie's parks. Stories @ the Parks are presented rain or shine
- May assist with afternoon Summer Reading Program activities for children at the library
- May shelf books
- Consults with library staff on selection and preparation of materials including but not limited to books, games, songs, and crafts for programs
- Collaborates effectively with fellow Stories @ the Parks Assistants
- Discusses the successes or needs of the program with Coordinator
- Contacts Coordinator immediately for assistance or support
- Knows and follows library policy and procedures
- Knows and follows safety procedures, pointing out problems and keeping equipment in satisfactory condition
- Works well with others, including patrons, volunteers, and fellow staff
- Is flexible, has a good sense of humor about the irritations of daily work life, and respects the feelings and needs of co-workers
- Understands that change and evolving library procedures are constants in library work
- Is sensitive to patron privacy and advocates for intellectual freedom and freedom of access issues
- Is committed to public service values: is patient and helpful with all patrons and staff
- Is a good office citizen: keeps work and break area clean, has a positive attitude
- Expects to be photographed for publication in newsletters, Facebook, and the library's web page
- Other duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Likes children and adults, enjoys working with them in groups and one-on-one. Reliable transportation to the library is essential. Able to work independently, shows initiative, and demonstrates good judgment. **Federal hiring guidelines require that you be 14 years old to be hired. If hired, you will be required to show proof of age.**

ACCEPTABLE EXPERIENCE AND TRAINING: Successful experience interacting with younger children. Public speaking and other performance skills helpful. Knowledge of children's literature.

POSITION CLASSIFICATION: Unclassified. Temporary.

PHYSICAL REQUIREMENTS: Normal physical effort is required to perform duties under S@P conditions. The employee is required to get in and out of the library van, stand, walk, sit, speak, hear, and use hands to read stories and relate to children. Vision requirements include the ability to read children's books and use a computer.

SCHEDULE & HOURS:

For 2017, Stories @ the Parks begins June 6 (Tuesday) and ends July 27 (Thursday). A normal work week will be 9 AM to 11:30 AM Tuesday, Wednesday, and Thursday. May have some hours on Monday, Fridays, or afternoons. The position requires a minimum of three partial days and/or 10 hours per week, determined by the library. There will be no S @ P on July 4.

STIPEND:

A \$500 stipend will be given to interns on the last working day of July.

No workers compensation insurance, health insurance, nor sick or vacation benefits are offered with this internship.

Transportation round-trip from the library to various parks will be provided by a licensed driver with a clean driving record, using the library vehicle. Only library employees may be transported in the library vehicle.

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