



## LPLD Library Intern Job Description

April 2025

<b>Position/Title:</b> Library Intern	<b>Reports to:</b> Business/Operations Manager
<b>Department:</b> Various	<b>Supervises:</b> None
<b>Pay Grade:</b> Intern pay	<b>FSLA Status:</b> Non-exempt
<b>FT/PT:</b> PT (see below)	<b>Hourly/Salaried:</b> Hourly
<b>Minimum Education/Certificate Required:</b> None	

**Position Summary:** Provides assistance where needed

### **Essential Functions (Duties, Tasks, Responsibilities):**

- Collection maintenance (shelving books and materials, shelf reading, cleaning, etc)
- Program assistance
- Other duties as assigned

### **Essential Knowledge, Skills, Abilities needed:**

- Age 16 and up
- Commitment to regular working hours scheduled by department
- Exceptional customer service, both internal and external, with diverse persons
- Online searching and Microsoft Office
- High emotional intelligence
- Excellent communication skills, verbal and written
- Attention to detail
- Dependable transportation

### **Working Conditions (Physical Environment/Expectations, Culture, Benefits):**

- Work independently, with the public, and with other staff
- Standing, sitting, walking, bending, stooping hearing, talking, and lifting are required. High degree of mobility and agility.
- Team atmosphere of best practices, high values/character and work ethic
- No benefits
- To be determined: up to 15 hours/week and up to 12 weeks between May 1<sup>st</sup> and August 31<sup>st</sup>