



LPLD Library Intern Job Description

April 2026

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

- Age 16 and up
- Commitment to regular working hours scheduled by the 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