



MAMARONECK PUBLIC LIBRARY

Children's Library Services Internship opportunity:

This internship opportunity is available for a graduate student with at least two semesters of coursework in children's library services. This is a part time, \$15.00 per hour, 15 hour week paid internship position. You will serve with four other Children's Librarians during June through August in a vibrant and busy children's library department. This internship will offer a meaningful summer work experience so that you conclude the internship period with demonstrable skills in children's library services, plus knowledge of working in a public library setting with a highly diverse clientele.

JOB RESPONSIBILITIES: Under the Guidance of Children's Librarians

- Interact with children and their parents/caregivers, greeting them, explaining the summer reading program, recognizing reading accomplishments, and awarding prizes for reaching each level of reading hours.
- May suggest reading materials to children or parents provide information about events of the summer to parents and children.
- Assist with straightening and shelving of library materials

ASSIST CHILDREN'S LIBRARIANS.

- In program preparation, setup and decorating.
- Preparing crafts for story times and other events.
- Creating flannel board story pieces or other props to be used in story times and other events.

General Qualifications

- Desire and ability to work with children.
- Ability to work well with a diverse population.
- Attention to detail, and ability to complete assigned tasks.
- Basic computer skills (keyboarding and using a simple online database).
- Ability to sort alphabetically and numerically.
- Display initiative to take on additional tasks under direction of Children's Librarians.

- Must be a Children's Library School student.

TIME COMMITMENT

15 hours per week from June 1, 2017 through August 12, 2017

TRAINING PROVIDED:

Orientation will occur, to familiarize you with staff, tools and details of program.

This internship affords the opportunity to

- Assist the Children's Services department in our valuable early literacy programming which is designed to help children build essential pre-reading skills.
- Assist with programs for elementary school children, to encourage strengthening reading skills and STEM learning.
- Work with children of all ages on fun, creative programs which build skills.

Supplemental Information

WORK ENVIRONMENT:

Casual, friendly atmosphere, bending, stretching, kneeling, carrying, light lifting will be necessary.

MATERIAL AND EQUIPMENT USED

Computer, printer, copy machine, book cart, craft materials and tools.

OTHER REQUIREMENTS:

Successful candidates must, as a condition of employment, pass the following pre-offer and post-offer/hire processes: interview, reference checks and background checks.

Please contact Terry Numa, Head of Youth Services at 914 630 5892 if you are interested in this opportunity.

Mamaroneck Public Library, 136 Prospect Avenue, Mamaroneck, NY 10543
www.mamaronecklibrary.org 914 630 5894