

Internship – Middleton Public Library
Library Department Position: Intern-Scholarship
Eligible Range – \$600 Scholarship
Applications due by May 3, 2024

Description:

We are looking for an enthusiastic intern to join Middleton Public Library for the summer. Regular duties will include administrative tasks, customer service, day to day operations and specific projects as assigned. A successful internship will provide you with a broad understanding of front line library services including library systems management, programs and events.

The internship period will be May 29, 2024-August 2, 2024. The intern selected will be scheduled for **7 hours per week**, based on Library need. Do not let your summer camp or vacation plans stop you from applying, we are flexible and will work with you on your schedule.

Library Scholarship Eligible Internships are unpaid. At the end of a successful internship, the intern will receive a \$600 college scholarship from the Middleton Friends of the Library. Scholarships are disbursed directly to an eligible 529 IDEAL account.

Responsibilities:

- Assisting the librarian in regular projects (shelving, collection maintenance, book repair)
- Helping with community outreach tasks and services as required
- Work evenings and/or weekends
- Greeting and assisting patrons in a professional and proficient manner
- Special Library improvement projects, not limited to, but including decorating, reorganizations of displays and sections
- Basic facility maintenance in the Library

A successful intern will:

- Provide excellent customer service to patrons of all ages
- Demonstrate a desire to learn about the functions of the Library
- Operate effectively as a member of the library staff team, working with a variety of personalities to develop skills and gain knowledge about Library services
- Be reliable and professional
- Demonstrate flexibility and a commitment to the overall success of the Middleton Public Library

Essential physical abilities:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively on the telephone and in person;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to sort and catalog a variety of books, written documents and materials;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to bend and stretch repeatedly and to operate computer equipment and other office equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to sit at a computer for long periods of time, and lift or move at least 30 pounds.
- Must be able to stand for extended periods of time, push/pull fully loaded book carts, lift/carry library materials and equipment, reach high and low shelving to remove or replace objects, and repetitively grasp and hold objects.

Please send a resume and cover letter to admin@mymidlib.org by May 3, 2024.

