**Host Site:** Allegheny County Library Association

**Site Supervisor:** Carrie Lane  **Email/Telephone:** lanec@einetwork.net, 412-921-1123

<table>
<thead>
<tr>
<th>Position Category</th>
<th>Academic</th>
<th>Children &amp; Youth</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archives</td>
<td>Public</td>
<td>Other</td>
<td></td>
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</table>

**Time Commitment per week:**  X 10 hours  □ 15 hours

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<tr>
<th>Compensation</th>
<th>Hourly $__________  X  Stipend/term $1000</th>
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**Public Transportation Accessible:**  X Yes  □ No

**Position Overview** (1-3 sentences)

The Youth Services Intern assists the Youth Services Coordinator with consultation & professional development opportunities for 46 libraries; planning & implementing countywide programs, such as the Children’s Choice Awards and the American Girl® Collection; managing partnerships with the Allegheny Intermediate Unit & other organizations; monitoring the Best Practices applications and updating social media accounts.

**Essential Job Functions**

- Communicating information to librarians, outside organizations, and families
- Preparing resources for distribution to youth services librarians
- Designing, administering, organizing, and reporting data collection
- Researching & recommending resources to aid projects
- Creating documents, such as instruction guides or spreadsheets
- Assisting with event planning, registration, implementation, and evaluation

**Requirements**

- Previous work experience
- Proficiency with Microsoft Office products with a working knowledge of Excel
- Professional communication skills, both oral and written
- Superior attention to detail
- Ability to prioritize workload, work independently, and consistently meet deadlines
- Ability to work collaboratively with librarians and outside organizations
- Experience creating and managing social media

**Other Skills/Abilities**

- Positive attitude
- Comfortable with challenges and learning new tasks