**Host Site:** Carnegie Library of Homestead

**Site Supervisor:** Tina Zins  
**Email/Telephone:** tzins@carnegieofhomestead.org

**Position Category:**  
- [X] Public
- [ ] Academic
- [ ] Archive
- [ ] School
- [ ] Children & Youth
- [ ] Other

**Time Commitment per week:**  
- [X] 10 hours
- [ ] 15 hours

**Compensation:**  
- [ ] $ _____ Hourly wage
- [X] $333.00 Stipend/term
- [ ] None

**Public Transportation Accessible:**  
- [X] Yes
- [ ] No

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**Position Overview**

Under the supervision of the Library Director and mentors, the intern will perform a wide variety of library science-related duties to gain exposure to, and experience in, a broad based of public library work.

**Essential Job Functions**

Provides reference services to patrons/public at the library information desk.

Perform circulation functions: Check in and out library materials; register patrons for library cards; collect fines and fees; process customer holds and requests; shelve materials; and shelf-reading.

Performs projects as assigned by the Library Director

Examples of other duties: Observe and assist with storytimes, teen related programming, homeschoolers classes, and school visits. Participate in outreach programming. Assist with computer help. Assist in the research of grants and grant writing proposals. Performing clerical tasks to support library operations. Assist with promoting library services and programs through the development of seasonal displays and bulletin boards, flyers, and other types of publicity.

**Other Skills/Abilities**

**SKILLS** are required to:

- Utilize computer office software, including Microsoft Office package. Read, write, speak and understand the English language. Communicate effectively with a diverse population. Assess situations/problems and logically finding solutions. Communicate effectively verbally and in writing. Multi-task in a busy environment, and work with frequent interruptions.

Manage time, set priorities in order to meet assignment deadlines.

**ABILITY** is required to:

- Listen to, understand and interpret information received from patrons in directing them to appropriate library services, programs and materials. Use diplomacy and tact to establish and maintain relationships with patrons. Develop and maintain positive relationship with employees. Take initiative when appropriate.

- Being flexible and adaptable to change. Be willing to work flexible hours, days, evenings, and weekends.

**Physical Demands and Work Environment:**

The usual and customary methods of performing the job’s functions requires the following physical demands: lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; reaching, handling, fingering and/or feeling. Generally the job requires 20% sitting, 30% walking, and 50% standing. The job is performed under some temperature extremes.