# MLIS Experiential Learning

## PITT PARTNERS PROGRAM POSITION DESCRIPTION

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<thead>
<tr>
<th><strong>Host Site:</strong></th>
<th>Mt. Lebanon Public Library</th>
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<tbody>
<tr>
<td><strong>Site Supervisor:</strong></td>
<td>Brandon Priddy</td>
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<tr>
<td><strong>Email/Telephone:</strong></td>
<td><a href="mailto:priddyb@einetwork.net">priddyb@einetwork.net</a></td>
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<td><strong>Position Category:</strong></td>
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  - Academic
  - Children & Youth
  - School
  - Archives
  - Public
  - Other |
| **Time Commitment per week:** |
  - 10 hours
  - 15 hours |
| **Compensation:** | Hourly wage $__________  Stipend/term $500 per term |
| **Public Transportation Accessible:** | Yes  No |

### Position Overview

Youth and Teen Services Assistant will report directly to the Teen Specialist or Children’s Librarian. Assistant will help supervise Teen area and support after school programming during the school year. Assistant will work in the Children’s Library during summer break or other assigned times.

### Essential Job Functions

- Provide reference and readers’ advisory services in the Teen and Children’s Library.
- Instruct and assist patrons in use of the library, including electronic resources.
- Assist library staff with planning and conducting programs and services for children and teens.

### Requirements

Candidate must be passionate about library services for youth and teens and possess strong customer service skills. Candidate must have some availability during after school hours (between 3:00-6:00PM) on weekdays during the school year.

### Other Skills/Abilities

- Proficient in Microsoft Office and able to use social media services to promote library programs and services.