MLIS Experiential Learning
PITT PARTNERS PROGRAM POSITION DESCRIPTION

**Host Site:** Peters Township Public Library

**Site Supervisor:** Myra Oleynik  
**Email/Telephone:** moleynik@ptlibrary.org/724.941.9430

<table>
<thead>
<tr>
<th>Position Category:</th>
<th>Academic</th>
<th>Archive</th>
<th>Children &amp; Youth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public</td>
<td>X</td>
<td>School</td>
<td>Other</td>
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</tbody>
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| Time Commitment per week: | 10 hours | X | 15 hours |

| Compensation: | $10.25 Hourly wage | $ | Stipend/term | None |

| Public Transportation Accessible: | Yes | No |

**Position Overview** (1-3 sentences)
This is a vibrant library with many programs and patrons of all ages. We are open 7 days a week September through May and 6 days a week in the summer. This partnership would encompass the entire public library experience and is seeking support for its existing programs while also opening doors to new ideas.

**Essential Job Functions**
Assistance with adult and youth services programming particularly to enhance our Makerspaces, Tween, YA, and Millennial programs
Develop tutorials to train staff and patrons in using electronic resources
Update social media and assist with marketing library programs and creating infographics
Offer reference help and guidance to patrons in locating materials

**Requirements**
Possibly a few evening hours or weekend hours depending on various program needs
Professional attire
Basic understanding of our (Polaris) OPAC, Powerpoint, Excel, various databases
Willingness to serve the public in a variety of ways

**Other Skills/Abilities**
Positive customer service qualities
Ability to multi-task
Trouble-shooting tech issues
Flexibility
Creativity