Host Site: Shaler North Hills Library

Site Supervisor: Beth Lawry  lawryb2@einetwork.net  412-486-0211

Position Category:  
- ___ Academic  
- ___ Children & Youth  
- ___ School  
- ___ Archives  
- ___ Public  
-  

Time Commitment per week:  
- ___X 10 - 15 hours  

Compensation:  
- Hourly wage $8.00  
- Stipend/term $__________  

Public Transportation Accessible:  
- ___X Yes  
- ___ No  

Position Overview (1-3 sentences)
Shaler North Hills Library is committed to providing a phenomenal service and training experience that will allow the intern to experience joy in all aspects of public library services, with a focus on services to adults. We care about our community and want them to succeed and we want our staff/volunteers and interns to succeed as well. The intern will work closely with the Adult Services Manager and staff to gain skills in programming, reference, circulation, collection management and outreach. Interns are given opportunities to attend key meetings and training sessions offered by the Allegheny County Library Association and SNHL.

Essential Job Functions
Assist with planning and implementing programs and services for adults of all ages with a focus on technology instruction for library patrons and staff, including social media. Create and implement a program of intern’s passion. Learn and perform basic reference, circulation and paging functions including reader’s advisory and shelving. Assist with collection merchandising, weeding and the Book-a-Librarian program.

Requirements
Must know that a quiet public library is a dead public library. There is no such thing as an interruption when serving a community. Committed to serving and empowering adults of all ages. Flexible, fun and joyful in service. Good working knowledge of popular and classic and adult literature via print and electronic formats and the excitement of connecting someone to that awesome read. Use of databases, search tools, electronic devices a given. Experience and/or aptitude for providing instruction to individuals and groups with little to no advance warning! Ability to shelve on bottom and top shelves, lift 50 lbs., and move furniture. While you may not have to plunge a toilet or shovel snow ---if you offer, you are awesome! Necessary clearances will be paid for by SNHL prior to intern start date.