**MLIS Experiential Learning**  
**PITT PARTNERS PROGRAM POSITION DESCRIPTION**

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<tr>
<th><strong>Host Site:</strong></th>
<th>Shaler North Hills Library</th>
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| **Site Supervisor:** | Ingrid Kalchthaler  
kalchthaleri@einetwork.net  
412-486-0211 |
| **Position Category:** |  
X Academic  
X Children & Youth  
_ School  
_ Archives  
_ Public  
_ Other |
| **Time Commitment per week:** | _ X 10 - 15 hour |
| **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 children and teens. 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 Youth 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 children’s and teen services including infant and preschool storytimes, preschool math/science/LEGO programs, elementary age book clubs, writing workshops for children and teens and various seasonal programs. 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 cataloging. Accompany library staff on outreach visits to preschools, elementary, middle and high schools. Receive some formal training, such as summer reading program training, Family Place training at the library’s expense.

**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 children and their caregivers. Flexible, fun and joyful in service. Good working knowledge of popular and classic children's, teen and adult literature via print and electronic formats and the excitement of connecting a child 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 wipe up fluids from kids---if you offer, you are awesome! Necessary clearances will be paid for by SNHL prior to intern start date.