

School of  
**Information Sciences**

Department of Information Culture and Data Stewardship

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

<b>Host Site:</b> Western Allegheny Community Library			
<b>Site Supervisor:</b> Kelley Beeson		<b>Email/Telephone:</b> 724-695-8150	
<b>Position Category:</b>	<input type="checkbox"/> Academic	<input type="checkbox"/> Archive	<input checked="" type="checkbox"/> Children & Youth
	<input checked="" type="checkbox"/> Public	<input type="checkbox"/> School	<input type="checkbox"/> Other
<b>Time Commitment per week:</b>	<input type="checkbox"/> 10 hours	<input checked="" type="checkbox"/> 15 hours	
<b>Compensation:</b>	\$ <input type="checkbox"/> Hourly wage	\$ <input type="checkbox"/> Stipend/term	<input checked="" type="checkbox"/> None
<b>Public Transportation Accessible:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

**Position Overview** (1-3 sentences)

Come be part of our 3-person Youth Services Team-of-Awesome! You'll assist with programming prep and design, collection development/maintenance, readers' advisory and outreach. We do a lot of cool stuff here and you could even drive our book bus (no CDL required!)

**Essential Job Functions**

Because we have a lively youth services department, you'll get a chance to do a little bit of everything. You can design some of your own programs for babies, toddlers, preschoolers, school-age, middle graders and/or teens. You can help us get ready for our own programs. You can work our youth services reference/circulation desk and answer questions and talk to parents, little ones and teens. You can help build, maintain and weed our collections. You can help with our very extensive outreach program with our area preschools, daycares and elementary, middle and high schools. We also run a sweet Book Bus that you can drive (if you'd like)!

**Requirements**

A solid interest in youth services. Great energy! A willingness to learn and be silly! A good driving record and a valid driver's license (if you're interested in the Book Bus part of the deal). An ability to roll with the punches and remain zen in a busy department.

**Other Skills/Abilities**

We're building our social media presence so if you can bring your social media skillz (with a z) to the table, that's a real bonus! We also would be thrilled if you're a Canva user!