

JOB POSTING

ADULT SERVICES INTERN



HOURS: Temporary
September 2022-May 2023 (school year)
Non-Exempt, 12 hours/week
Schedule includes days, evenings, and weekends

STARTING WAGE: \$16.35/hour

WHAT WE ARE LOOKING FOR:

We are looking for an enthusiastic and diversity-driven candidate who wants to explore librarianship as a career while supporting the Plymouth community. The ideal candidate will have a familiarity with information services and learning resources in a variety of formats, and will be currently enrolled in an undergraduate or graduate program.

OUR LIBRARY & COMMUNITY:

Plymouth District Library is located in busy downtown Plymouth, MI, midway between Detroit and Ann Arbor. We serve the Plymouth Community, which is comprised of 36,650 residents living in the City of Plymouth and the Charter Township of Plymouth, as well as the patrons of 75 Detroit-area libraries through a reciprocal borrowing agreement facilitated by The Library Network.

The library serves as a significant community hub and maintains strong partnerships with local and regional community groups, governments, schools, businesses, and cultural organizations. Plymouth's rich history has included the library for nearly 100 years. Strong community support has resulted in a dedicated perpetual millage, a robust Friends organization, and more than 100 adult volunteers. Pre-pandemic, over a 1,000 visitors a day used the library to participate in programs, use our meeting and study rooms, borrow materials, use technology, and connect with others.

The library contributes significantly to the high quality of life available in the Plymouth community. Our sense of community is created by beautiful neighborhoods, spacious parks, robust sport, education system, cultural and arts organizations, and dedicated community service organizations. Our vibrant, walkable downtown is full of unique shops, restaurants, entertainment and recreational options, all surrounding Kellogg Park as the centerpiece and host of year-round events. The library is just steps from all of this in our central downtown location and plays an active role in community events.

Plymouth District Library is an equal opportunity employer. We seek to represent and reflect our community in all that we do. Plymouth District Library does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, disability, religion, height, weight, or veteran status.

TO APPLY:

Email a thoughtful cover letter and resume to Kwamsia Seals, HR & Business Administrator at humanresources@plymouthlibrary.org. **Applications due Monday, August 15 at 4pm.**

JOB DESCRIPTION

ADULT SERVICES INTERN

JOB SUMMARY:

Under the direction of the Adult Services Coordinator, the Intern will support public services while learning about various aspects of library careers. They will facilitate public events, support outreach activities in the community, help maintain collections, and serve at information desks. This position requires an understanding of web searching and evaluating information, and a commitment to diversity and inclusion. Clear and friendly communication to staff and patrons of all ages is expected.

JOB DUTIES:

An employee in this position may be called upon to do any or all of the following duties. These examples do not include all of the duties which the employee may be expected to perform.

- Work with librarians to maintain and evaluate various library collections
- Carry out a sample collection diversity audit
- Plan and facilitate public events
- Answer questions at public service information desks
- Help members of the public find items in the collection and navigate e-resources
- Create displays and other promotional material

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND MINIMUM QUALIFICATIONS:

The recommendations below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Currently enrolled in an undergraduate or graduate degree program
- Technology skills on a variety of information delivery platforms, such as chat, text, email, phone, fax, mobile devices, social media, content management systems, audio, and video
- Strong online searching and information evaluation skills
- Ability to communicate effectively by phone, computer, and in person
- Enthusiasm for learning and adapting to new ideas and technologies
- Ability to effectively present information and respond to questions from patrons, managers, and coworkers
- Flexibility in scheduling required; this position requires evenings and weekends throughout the employment term, including some Sundays.
- Familiarity with library services and resources preferred