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**Adult Programming and Outreach Intern**

The Delafield Library is seeking an individual for the temporary long-term position of Youth Services Intern. This non-credit part-time position (approximately 20 hours/week) will report directly to the head of Adult Programming and Outreach and will help with all preparations for the department. The ideal selected candidate may be given an opportunity to remain in the position while pursuing their degree.

The following is the required available schedule:

**9:30am-4:30 pm Wednesdays**

**9:00 am-1:30 pm Thursdays**

**9:30 am-5:00 pm Fridays**

Availability for occasional rotating weekends and/or outreach events is required.

**Duties and Responsibilities include the following:**

 *Circulation Duties:*

•Performs circulation desk procedures; checking in and checking out materials, registering patrons, preparing Library cards, maintaining patron records, collecting fines, registering patrons for programs using online software and reserving study rooms using online calendar

•Assists patrons with holds, renewals, account questions, locating materials, basic computer assistance and reference questions.

•Provides reader’s advisory services to patrons

•Adheres to and communicates Library policies and procedures

• Have good working knowledge of OverDrive/Libby and similar services to assist patrons with digital content on a variety of computers and mobile devices.

*Outreach and Programming Duties:*

•Serves as secondary adult services outreach coordinator by participating in community events, speaking at community/chamber meetings and other opportunities that occur

•Establishes relationships with community entities to further goodwill toward the Library in the Delafield community and surrounding areas

•Is proactive in generating ideas and making new contacts to further promote the Library and its services

•Presents a positive Library image to the community

**Knowledge and Abilities:**•Display superb customer service skills with patrons

•Ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors

•Considerable knowledge of modern Library science theory and practices

•Ability to perform reference work using both print and digital resources

•Demonstrates flexibility and teamwork

•Ability to work independently, organize and prioritize tasks, respond to varied/changing work demands and make decisions as required

•Ability to interact pleasantly, constructively and cooperatively with Library patrons and staff

•Excellent communication skills, both oral and written

•Must be proficient with Microsoft Office products and personal computers

**Physical Demands of the Position:**

Employee must be able to:

•Sit, stand, walk, climb, stoop, bend, twist and reach

•Masks are optional for both staff and the public

•Have far vision at 20 feet or further; have near vision at 20 inches or less

•Lift and carry 50 pounds or less

•Handle processing, picking up and shelving books

•Push and pull objects weighing 60 to 80 pounds on wheels

•Travel to meetings outside of the Library; provide own transportation to said events

**Education and Experience:**

•Currently enrolled and pursuing a master’s degree in Library and Information Science

•Emphasis placed on previous Library experience

•2 years+ of customer service experience required

If interested, please send resume and list of three professional references to Library Director Stephanie Ramirez, sramirez@delafieldlibrary.org. Pay rate of $15.00/hour. First review of applications will begin on August 2, 2021. If you have any questions, please contact the Delafield Library at (262) 646-6230 or visit our website, [www.delafieldlibrary.org](http://www.delafieldlibrary.org).