The **Lyon Township Public Library** is searching for an Adult Services Library Intern to join our team. The applicant should have a dedication to public service, a desire to plan and implement a variety of programs for adults in the Lyon Township Community and an interest in creative marketing for public libraries. Applicants should be currently enrolled in a Master’s Degree program for Library/Information Science from an ALA accredited program.

Those interested should send a resume and three references to Holly Teasdle, Library Director at hteasdle@lyon.lib.mi.us.

The deadline for submission is April 6, 2021.

***JOB TITLE:* Adult Services Library Intern**

***REPORTS TO:* Outreach and Marketing Librarian**

***HOURS:*  23-28 Hours/week**

***PAY RATE:* $15/hour**

This position is intended to provide flexible internships to students currently enrolled in a graduate level library science degree from an ALA accredited academic institution, who are interested in working in the public sector. Internships require a 6-month commitment, and may continue for a maximum of 2 years. Hours will include regular evening and weekend hours.

***PRIMARY DUTIES & RESPONSIBILITIES:***

1. Provides customer service at information desk, process books in and out of the library, manage library card and print requests, fulfill holds and curbside pickup, and promotes library services to new cardholders.
2. Provides readers’ advisory, reference services and computer assistance.
3. Participates in collection development and maintenance as needed, keeping within monetary and physical space constraints.
4. Plan, implement and promote programming services appropriate to the needs of the community.
5. Engage in outreach opportunities within the community.
6. Creation of marketing content and social media assets, including using various media to record videos.
7. Works positively and collaboratively with other library staff.

***OTHER DUTIES & RESPONSIBILITIES:***

1. Ability to adapt and respond to multiple priorities, interruptions and demands, and resolve problem situations in a positive manner.
2. Communicate effectively with patrons, co-workers, and professional colleagues.
3. Conducts research and other duties as assigned.

***JOB QUALIFICATIONS:***

1. **Currently enrolled in a Master’s Degree in Library/ Information Science** from an ALA accredited program.
2. Knowledge of adult and youth literature.
3. Dedication to public service.
4. Enthusiastic, friendly, self-motivated and creative.
5. Strong obligation to confidentiality.
6. Strong organizational skills and attention to detail.
7. Knowledge of Internet and computer related technology.
8. Excellent oral and written communications skills.

***PREFERRED QUALIFICATIONS:***

1. Coursework related to adult services/public library services.
2. Experience in a library.
3. Knowledge of social media and experience with LibraryAware, Canva, StreamYard, and other software.

***WORKING ENVIRONMENT:***

1. Physical mobility, vision, hearing, and manual dexterity essential.
2. Maintain physical condition necessary for sitting, standing, bending, and /or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 500 pounds; operating assigned equipment; picking up litter; spreading ice melt.
3. Evening and weekend hours are required.