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**Position Available**

**Volunteer Library Summer Bookbike/Adult Services Intern**

**Orion Township Public Library**

**Position:** Volunteer Library Summer Bookbike/Adult Services Intern

8-10 hours per week, June-August; includes evening and weekend hours

**Department:** Adult Services

**Salary:** This internship position is unpaid

**Primary Job Duties:** Rides the Bookbikeon trails, safety paths, and at parks, community events and bus stops all over Orion. Markets the library by answering patron questions and promoting the library’s services and programs. Other tasks will include time on the adult reference desk, and other projects assigned based on the needs of the library and interests of the Intern. Must be available to work a flexible schedule, including some weekends and evenings.

**Required Qualifications:**

* Excellent customer service skills; must be outgoing and enjoy working with the public
* Ability to ride a heavy duty cargo-tricycle up to 5 miles at a time
* Enrolled full-time in a Masters of Library Science graduate program
* Excellent verbal and written communication skills
* Ability to establish effective working relationships with others
* Ability to use good judgment, initiative and resourcefulness when dealing with the public

**Dates:** Applications submitted before Monday, May 25, 2018 will receive first review. Please submit a resume with cover letter.

**Apply To:** Beth Sheridan, Head of Adult Services

Orion Township Public Library

825 Joslyn Road

Lake Orion, MI 48362

248-693-3000 ext. 332

Electronic submissions accepted, send to: sheridan@orionlibrary.org