

James L. Hamner Public Library: SRP Intern Job Ad 2019

POSITION: Summer Reading Program Intern

LOCATION: James L. Hamner Public Library, Amelia Court House, VA

CLOSING DATE/TIME: December 1, 2019

SALARY: \$8 per hour

JOB TYPE: Internship; Temporary Part-Time, Non-exempt

SCHEDULE:

- January – July 2020
- Up to 160 hours over the course of the internship

The intern's schedule will be changed as needed to meet the library's needs. June will require the most number of weekly hours.

DESCRIPTION: This internship opportunity is to give college and graduate students or career-transition adults an opportunity to gain experience in project and event management. June, during the Summer Reading Program (SRP), will have the highest concentration of hours.

KEY RESPONSIBILITIES:

- Plans four or more SRP learning events, based on the theme and library guidelines
- Schedules and communicates with presenters for events
- Ensures all pieces are in place for presenter (performer space requirements, invoices submitted for payment, payment available when performer arrives, etc.)
- Provides event information to library staff who create marketing materials
- Sets up/breaks down event room
- Hosts events (greet presenter and attendees, makes library announcements, photographs event, counts attendees, etc.)
- Keeps statistics and writes final SRP report and newsletter article
- Writes thank-you notes to volunteers
- May supervise teen and adult SRP volunteers
- Completes pre- and post-internship survey

Depending on the internship requirements and library needs, these opportunities may be available:

- Plans and implements SRP marketing
- Designs marketing and promotional materials
- Recruits SRP volunteers
- Plans and implements volunteer appreciation event

MINIMUM QUALIFICATIONS: College or graduate student or career-transition adult

APPLICATION INSTRUCTIONS: Send

- Cover letter explaining what you hope to learn from the internship, why you think this opportunity is a good fit for your interests, and what requirements the library will need to meet in order for you to receive academic credit (if applicable);
- Résumé (If no previous work experience, omit the résumé and in the cover letter, say that you have no work experience);
- Names, phone numbers, and e-mail address of three references who are not family or friends to Jill Hames at jmhames@hamnerlibrary.org.

Attach the cover letter as a PDF labeled YourLastName_CoverLetter, résumé as a PDF labeled YourLastName_Application, and the list of references as a PDF labeled YourLastName_References. In the e-mail subject line put YourLastName Internship App.

Paper application documents will not be accepted. For applications to be considered, the application instructions must be followed completely and accurately. The library will not help applicants to submit applications.

The James L. Hamner Public Library is an equal opportunity employer that conducts background and drug screens.