

## Highland Township Public Library Intern: Programming Aide - Youth Services

**Job Title:** Youth Services Intern

**Reports to:** Head of Youth Services

**Salary:** \$12/hr

**Hours:** 10 hours per week

**Timeframe:** Early May to mid-August

### **Primary Job Duties:**

- Plan and conduct library youth programming, ages birth-6<sup>th</sup> grade
- Craft creation and preparation
- Recruit students for Reading Buddies and Reader Dogs
- Lead the Crazy 8 Math program
- Introducing technology into story time
- Participation in library marketing
- Supervising, recruiting and scheduling volunteers

### **Qualifications:**

- Possession of a Bachelor's degree and working towards a graduate degree in Early Childhood Education or Library Science
- Experience working with children
- Familiarity with popular children's materials
- Enthusiastic and professional attitude when serving the public
- Ability to speak in front of a crowd
- Ability to work independently and to prioritize duties
- Knowledge of Apple iPads, apps and eReaders
- Knowledge of Microsoft office
- Ability to lift, push and/or pull at least 20 pounds

**Submit Resume To:** Brenda Dunseth, Head of Youth Services  
Highland Township Public Library  
PO Box 277  
444 Beach Farm Circle  
Highland, MI 48357  
bdunseth@highland.lib.mi.us

**Deadline for application:** March 21<sup>st</sup>