

**POSITION DESCRIPTION  
CULVER-UNION TOWNSHIP PUBLIC LIBRARY**

**POSITION:** Summer Intern  
**DEPARTMENT:** Youth Services  
**WORK SCHEDULE:** Monday-Thursday 11:00am-3:00pm  
**PAY RATE:** \$12.00/hour  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** April 2021

**STATUS:** Part-time

**DATE REVISED:** April 2024

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The Culver-Union Township Public Library provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential requirements of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Summer Intern for the Youth Services Department of the Culver-Union Township Public Library (CUTPL), responsible for assisting the Youth Services Manager with basic circulation tasks, daily tidying of the department, preparation for and implementation of children's programs and events.

**DUTIES:**

Processes incoming library materials, including scanning barcodes, checking items for damage, and cleaning CDs, DVDs, and book covers, as appropriate.

Checks out and renews library materials for patrons, assists patrons with locating materials, and makes recommendations based on patrons' needs and interests.

Re-shelves library materials and shelf reads to ensure materials are in proper location.

Updates displays, as assigned.

Assists department staff with children's events and programs, including craft prep, set-up, and clean up.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

Must be at least 18 years of age.

High school diploma or GED. Some college experience preferred. Some experience working with children or in libraries preferred.

Commitment to public service and the ability to portray a positive image of the library, work well with a diverse patronage, and promote library programs and services during patron interactions.

Basic computer and technology skills, such as email, word processing, and spreadsheet programs, etc.

Ability to use standard office equipment including multi-line phones, copier, printer, and scanner.

Basic arts and crafts skills.

Ability to effectively communicate orally and in writing with co-workers, children, teens, parents/caregivers, and the general public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to comply with all employer policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to maintain confidentiality of library records and information.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with unruly/difficult patrons.

Ability to understand, memorize, retain and carry out oral and written instructions.

Ability to count and make simple arithmetic additions and subtractions.

Ability to work with minimum supervision and as part of a team, often amidst frequent distractions and interruptions.

Ability to work days, evenings and/or weekends as scheduled.

## **II. RESPONSIBILITY:**

Incumbent performs duties according to established Library policies and procedures with priorities primarily determined by supervisor and service needs of the public. Assignments and objectives are set by the supervisor. Decisions are always determined by specific instructions or existing, well established policies and procedures. Work is reviewed primarily for attainment of objectives and effect on department goals/objectives. Errors in incumbent's work are primarily detected or prevented through prior instructions from supervisor or notification from fellow staff or the public. Undetected errors could result in loss of time to correct error.

**III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, children, teens, parents/caregivers, and the general public for purposes of exchanging information and maintaining cooperative work relationships.

Incumbent reports directly to the Youth Services Manager.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a public library and at a service counter, involving sitting, standing, walking for periods of time, lifting/carrying books/equipment weighing less than 25 pounds, pushing/pulling objects, keyboarding, bending, reaching, crouching, kneeling, stooping, speaking clearly, hearing, depth and color perception, close and far vision, and handling/grasping/fingering objects. Incumbent maintains everyday contact with children and the public and may be exposed to unruly/difficult children, teens and/or adults. Incumbent works day, evening and/or weekend hours as scheduled.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Summer Intern for the Youth Services Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

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Print or Type Name