

Job Announcement
Rochester Hills Public Library Seasonal Programming Intern

Position: Programming Intern (hours vary, including evening and weekend hours)

Department: Adult and Teen Services

Pay: \$10.40 - \$11.71 per hour (placement may be higher depending on qualifications)

Benefits: Flexible work environment, professional development workshops and training.

Optional benefits: deferred compensation plan, flexible medical reimbursement plan, and/or dependent care.

Important Dates

Deadline for applications: Wednesday, April 24, 2024

Decision anticipated by: Friday, May 3, 2024

Seasonal/temporary position:

Starts: May 6

Ends: August 9

Job Description

Primary Job Duties:

- Assist librarians with the planning and execution of library programs
- Assist with library-wide programs for all ages
- Assist with other tasks in the Adult Services department, which may include: shelving books and library materials; assisting librarians with collection development; special projects assigned by the department manager; and other duties as assigned.
- Work patiently, empathetically, and respectfully with the public
- Prepare for emergencies and helps maintain a safe work environment
- Perform related duties as required

Qualifications:

- High school senior or beyond
- Flexible, friendly, approachable and enthusiastic manner with all ages
- Strong oral and written communication skills
- Strong interest in working with teens and adults
- Must be a self-starter, able to manage multiple projects effectively and to meet deadlines



ROCHESTER HILLS
PUBLIC LIBRARY

- Willingness to maintain a flexible schedule in order to implement library programming
- High level of energy
- Desire to meet the public and serve patrons of all ages
- Ability to establish and maintain effective working relationships at all levels

Requirements of the role:

- **Physical:**
 - Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; picking up litter; spreading ice melt
 - Standing or sitting for periods of time
 - Writing or typing to complete work-related documents
- **Mental:**
 - Is accurate
 - Able to maintain confidentiality of library records and administrative matters
 - Good time management: is prompt, flexible, works under short time constraints, and meets deadlines
 - Able to interact and work effectively with customers, supervisors, co-workers and volunteers
 - Able to retain concentration and poise despite numerous interruptions
- **Environmental:**
 - Normal interior environment
- **Travel:**
 - <5% (attendance at local library workshops)

The Rochester Hills Public Library is an Equal Opportunity Employer.

Application: Please fill out an employment application at <http://www.rhpl.org/jobs> and attach a cover letter and resume. If you have questions about the position, please direct them to: Allison Sartwell, Head of Adult Services, at allison.sartwell@rhpl.org.



ROCHESTER HILLS
PUBLIC LIBRARY