



DATE OF POSTING: **January 23, 2020**

JOB OPENING: Early Literacy Internship

La Porte County Public Library seeks one self-motivated and enthusiastic high school candidate for an early literacy internship. Career Pathways supported by this work-based Learning Experience include Educations & Training, as well as Hospitality & Human Services.

The internship will provide students opportunity to:


- Perform work independently and in a team-based environment supporting the library's vision, mission, and values;
- Build presentation skills and ability to effectively communicate with people from a wide range of backgrounds and life experiences;
- Gain high quality, hands - on experience in a real world library setting, including mentorship, job-shadowing, and exposure to different kinds of library roles and projects
- Develop new professional relationships, networks, job contacts, and potential references.

This internship position is open for any high school student in grades 11-12 during the 2020-21 school year. One internship is available for each of the Fall and Spring semesters.

Applications are being accepted at this time. Download and print the employment application from our website at <https://laportelibrary.org/employment/> or ask for an application to complete at any of our locations.

Submit completed application and resume to:

De Burke, Human Resources
La Porte County Public Library
904 Indiana Avenue
La Porte, IN 46350
219-362-6156, ext. 371
dburke@laportelibrary.org

	Job Title:	Early Literacy Internship	Classification:	Intern
	Location:	Main	Reports To:	Community Engagement Librarian
	Starting Pay:	\$9.85/hour	Position Type:	Non-Exempt

JOB PURPOSE

This work-based Learning Experience will provide the student with opportunities to learn Early Literacy practices and how they are utilized in a public library setting to support early childhood development and lifelong learning opportunities. The intern will complete several projects that will enhance their knowledge of early literacy and child development, as well as education trends for young children (during school hours, after school or a combination of both).

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ESSENTIAL RESPONSIBILITIES

Projects and Tasks to be completed:

- Develop and lead an Early Literacy Class (Storytime) at one of the library locations
- Research age appropriate toys, apps, and books for children ages 0-6
- Create an informational resource for parents and caregivers based on Early Literacy and Every Child Ready to Read 2.0 curriculum
- Present a Libraries 360 Classroom visit to early elementary students
- Create a list of new equipment for potential additions to the Play, Grow, Read spaces
- Write blog posts based on the Every Child Ready to Read 2.0 curriculum
- Participate in a Preschool outreach visit

POSITION REQUIREMENTS

- You are a current student in 11th or 12th grade
- You have a driver's license and transportation to and from the library
- You welcome working with all people in the community
- You are positive, adaptable, and forward thinking
- You follow directions, ask questions, and apply feedback

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Office environment
- Mobility: Repeated movements with the wrists, hands, and/or fingers while using keyboard, calculator; regularly sits at a desk to do paper/computer work
- Visual: Spends long periods of time viewing computer monitor
- Must be able to respond to fire alarms, warning sirens, and phone pages