



DATE OF POSTING: March 11, 2020

JOB OPENING: Summer Internships – 30-40 hours/week

La Porte County Public Library seeks two self-motivated and enthusiastic high school or college students for Summer Internships.

The internship will provide the students opportunity to:


- Perform work independently and in a team-based environment supporting the LPCPL's vision, mission, and values;
- Build communication 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.

You will work a 30-40 hour per week schedule which includes some evening and Saturday hours.

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 at any of our locations.

Submit completed application and resume to:

De Burke, SHRM-CP, PHR
HR Professional
La Porte County Public Library
904 Indiana Avenue
La Porte, IN 46350
219-362-6156, ext. 371
dburke@laportelibrary.org

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

JOB PURPOSE

This work-based Learning Experience will provide the student with opportunities for a high quality, hands-on experience in a real world library setting, including mentorship, job-shadowing, networking, and exposure to many different kinds of library roles and projects. Summer interns help fulfill the LPCPL's mission and vision by assisting with programs and outreach providing professional skill development and resume building in a supportive environment.

Career Pathways supported by this work-based Learning Experience include Education & Training, STEAM, and Hospitality & Human Services

ESSENTIAL RESPONSIBILITIES

- Travel to all locations to assist with programming, activities, and events
- Collecting statistics and evaluations
- Using tools like rulers, scissors, pens/pencils/markers, paper cutter, paint, etc. to prepare materials for events
- Alphabetizing and organizing materials according to shelving requirements
- Using computers and office equipment to edit documents, print, and copy
- Using LPCPL STEAM equipment during programs and events
- Prepare Storywalk books for 2021
- Assist with summer STEAM activities including learning to use robots at STEAM camps and at STEAM Sandbox events
- Prepare STEAM Curriculum kits
- Assist with digitization projects including scanning photos and organizing items of local and historical interest
- Assist with summer food service
- Take video and pictures at events

POSITION REQUIREMENTS

- You are a current student in high school or college
- You have reliable transportation to and from the library; a driver's license is preferred
- 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