

EMPLOYMENT OPPORTUNITY

If you are an upper level high school or college student interested in developing workplace skills (and getting paid in the process!), you may be the right person for an Internship at the Brown County Public Library!

Position: *Intern*

Hours: *25 hours/week; some evenings and Saturdays*

Location: *One position at each library branch: Fayetteville, Georgetown, Mt. Orab, and Sardinia*

Compensation: *\$12.00/hour*

Available: *April through August, 2023*

REQUIRED:

- *Demonstrate ethical behavior as a library representative*
- *Support the Library's mission and vision*
- *Efficiently, effectively, and positively meet the needs of library patrons*
- *Demonstrate willingness and effort to learn*
- *Maintain sufficient mobility and dexterity to perform essential duties of the position*

Details:

- Assist in implementing Summer Reading Program and Outreach events and activities, including:
 - Prepare activity packets and other resources according to guidelines
 - Assist attendees with program activities
 - Set-up and break-down events (tables, chairs, displays, materials, etc)
- Operate/troubleshoot office equipment, including computers, phones, copiers, printers, scanners, fax, and locker/materials retrieval systems
- Adjust to changing situations and work as a team member to achieve Library goals and objectives and support enforcement of library policies and procedures, taking joint responsibility for the outcomes
- Develop digital literacy skills/earn credentials using NorthStar Digital Literacy training program

Typical Physical Demands:

- Carry or lift up to 30 pounds
- Push and pull equipment, and fully-loaded (50-100 pounds) carts
- Stretch and bend; use step stool or step ladder
- Drive or ride to offsite locations; assist with setting-up and conducting programs

BCPL application form and references are required. Applications are available on the BCPL website (browncountypubliclibrary.org) or at any branch location.

Submit applications to:

Brown County Public Library **OR** bcpl.officeassistant@gmail.com
Attn: Office Administrator
P.O. Box 527
Mt. Orab, OH 45154

**** Applications received by March 17, 2023 will receive priority consideration****



Internships are made possible by a LIBRARIES ACCELERATING LEARNING grant through the OHIO DEPARTMENT OF EDUCATION.

Business Office

P.O. Box 527 - 613 S. High Street

Mt. Orab, Ohio 45154

937- 444-0181 / 6502 fax

bcpl.bcplinfo@gmail.com