

FORSYTH COUNTY PUBLIC LIBRARY

INTERN JOB DESCRIPTION

Youth Specialist Intern

Locations:	Cumming, Sharon Forks, Hampton Park, and Post Road Branches.
Department:	Public Services
Hours Involved:	Flexible per student's schedule but might require occasional weekends for special programming.
Position Overview:	Learn about how the library operates while specifically helping with behind the scenes tasks including programming for the youth in our community.
Major Tasks:	<p>Develop your organizational, communication, and presentation skills as you work with public services library staff. Specifically, you will assist youth services staff with preparing and presenting programs for our young library patrons. Responsibilities will increase as experience is acquired, ultimately culminating in your planning and presenting your own library program. All the aspects of creating this program will be established, including points such as finding a target age, scheduling the best time, making a plan, listing supplies needed, incorporating library materials and services, and developing a final polished program. Both communication and presentation skills will be developed as you utilize the library's email and equipment during the planning and presentation stages. Working independently as well as part of a team will be required.</p> <p>Assisting with important routine behind the scenes tasks such as locating materials to be held for patrons, craft preparation, and creating attractive library displays will also be part of your work.</p>
Qualifications:	<p>Current enrollment in High School. Must be at least age 16.</p> <p>Ability to follow verbal & written instructions, work independently, demonstrate attention to detail, and perform work in an accurate, timely manner.</p>

This job description is intended to provide a general description of the role of interns in this position, and is subject to change at any time. Questions about job descriptions or other aspects of the Library's Intern Program can be directed to the Human Resources Office at fcpl-volunteers@forsythpl.org.