



EXETER COMMUNITY LIBRARY

4569 Prestwick Dr. Reading, PA 19606 www.berkslibraries.org/branch/exeter

Part-Time Summer Intern in Youth Services Position Available

Exeter Community Library is seeking an enthusiastic and public-service-oriented individual to assist in the Children's Department for our Summer Reading Program for 2024.

Position is part-time for 10 weeks from May 29 to Aug. 7.

Essential Duties:

Explain the Summer Reading Program to patrons and provide a welcoming environment for all
Perform basic circulation functions and conduct first-level reference services for parents and children
Assist in maintaining library facilities by shelving books, picking up toys, and general straightening
Help to facilitate programs by preparing rooms, assisting performers, and checking in registrants
Enforce the Library's Code of Conduct Policy
Perform other duties as assigned

Skills Needed:

Must enjoy and be comfortable working with children, tweens, teens and families
Ability to multi-task in a fast-paced environment
Commitment to delivering excellent customer service
Ability to use computers, phones, copiers and other office equipment
Ability to perform tasks accurately
Maintain confidentiality and ethical behavior in all library matters

Physical Requirements:

Ability to lift 30 lbs., push carts weighing 50 lbs., shelve materials on high and low shelves
Ability to move and set up multiple tables and chairs for room preparation for events on a regular basis
Ability to stand, sit, and walk for extended periods of time and intermittently
Ability to talk, hear, and see

Must be age 16 or older.

All employees must obtain and pass the following three clearances before starting employment.

Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Record Check and FBI fingerprint check if have not lived in Pennsylvania for the last ten years

Schedule: See attached. Must be available all 10 weeks.

Pay rate: \$10.00 per hour

Applications will be accepted until the position is filled.

Send resume and a cover letter to

Laura C. Kauffman, Children's Librarian

Exeter Community Library

4569 Prestwick Drive, Reading, PA 19606

Or email to: eclyouth@exeterlibrary.org

EXETER COMMUNITY LIBRARY
CHILDREN'S SUMMER INTERN SCHEDULE 2024
Wed. May 29 — Wed. Aug. 7

First Week

Wed. May 29— Friday May 31 10 AM — 4 PM

Second Week

Mon. June 3 2 - 7 PM

Tues. June 4 2- 7 PM

Wed. June 5 - Friday June 7 10 AM—4 PM

June 10 - July 27

Mondays 12 Noon—7 PM

Tuesdays & Wednesdays 11 AM —7 PM

Saturdays 9 AM—3 PM

July 29—Aug. 7

30 hours that week

Library Closed—unpaid holidays

Wednesday June 19th

Thursday July 4th