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**Position Available**

**Volunteer Library Summer 2016 Intern**

**Orion Township Public Library**

**Position:** Volunteer Library Summer Intern

 10-12 hours per week, includes evening and weekend hours

**Department:** Teen/Youths/Adult Services

**Salary:** This internship position is unpaid.

**Primary Job Duties:** Assists withTeen and Youth programming. Also provides reference and readers' advisory services, and computer and e-reader instruction for adult, teen, or youth patrons. Other tasks and special projects will be assigned, based on the needs of the library and interests of the Intern. Must be available weekends and evenings

**Required Qualifications:**

* Bachelors degree and some coursework completed in a master degree program for Library and Information Science
* Excellent customer service skills
* Ability to communicate effectively
* Ability to establish effective working relationships with others
* Ability to use good judgment, initiative and resourcefulness when dealing with other employees, the public, and supervisors

**Dates:** Applications submitted before Monday, April 25th, 2016 will receive first review. Please submit a resume with cover letter.

**Apply To:** Beth Sheridan, Head of Adult Services

 Orion Township Public Library

 825 Joslyn Road

 Lake Orion, MI 48362

 248-693-3000 ext. 332

Electronic submissions accepted, send to: sheridan@orionlibrary.org