



## Internship Opportunity

### Summer Challenge Internship

General Administrative Office, St. Peters, MO

Be a part of the team that makes one of the most important Library services of the year happen- the Summer Challenge!

Under the general direction of the Directors of Adult and Youth Services, Administrative interns will perform various entry-level duties related to executing and documenting the Summer Challenge. Interns will assist at Library events across the county for adults, teens and children, manage the participant database, help distribute materials to the Library's branches, register participants, report results to school districts, and perform other duties as assigned.

Under the general direction of the Outreach Services Manager, Outreach interns will perform a variety of entry level duties related to the Summer Reading Challenge. Interns will help plan and execute the daily operations of Lunch @ the Library, assist at outreach events, including PopUp Libraries and off-site classes and events, and perform other duties as assigned.

While interns will have regular weekly duties, they can also expect a fun and dynamic work atmosphere where they will meet new people and encounter new experiences each week. Interns will gain experience working in a collegial and collaborative office setting and will receive individualized mentorship meetings monthly.

#### Qualifications:

- Basic knowledge of working in an office setting
- Clerical skills and ability to use Microsoft Office and Google applications, with strong spreadsheet skills
- Pleasant manner, patience, problem-solving abilities and dependability
- Ability to multi-task and manage multiple projects
- Ability to lift up to 25 pounds

#### Education and experience:

- At least one year of college completed
- Strong interest in libraries, librarianship, or public service
- Prior employment or volunteer experience in a library preferred
- Strong verbal and written communication skills

**Reports to:** Directors of Adult and Youth Services or Outreach Services Manager

**Length of appointment:** Administrative Intern - May-August 2020 - 280 hours

Outreach Intern - May-August 2020 - 260 hours

**Rate:** \$10.00 per hour. This position is funded by a grant from the Institute of Museum and Library Services.

The St. Charles City-County Library is a Kaleidoscope of Discovery! With an operating budget of over \$20 million, our library branches are located in some of the fastest growing communities in Missouri, and poised to grow right along with them. The future looks bright. Join us!

For priority consideration, a cover letter and resume along with completed [SCCCL Application](#) can be emailed to HR@stchlibrary.org, or mailed to SCCCL, Human Resources Department., P.O. Box 529, St. Peters, MO 63376, by **Monday, March 23, 2020**. Applications will be accepted until position is filled.

We appreciate your interest in the Library, but due to the high volume of responses, we may only be able to contact those applicants that we wish to interview.

The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.

2/7/2020-3/23/2020