

# Southfield Public Library

## LIBRARY INTERNSHIP

### Youth Service Division

2-year position

30 hours/week

Are you energized thinking about how youth librarians can reach back out to patrons they may have lost during the pandemic? Are you passionate about new advancements in Early Literacy and teaching children the joy of reading? We are! The [Southfield Public Library](#) (SPL) is looking for a Youth Services Intern who shares our vision for creating opportunities for learning using best early literacy practices. The library is located on the City of Southfield municipal campus, and housed in a stunning, architecturally acclaimed facility.

Throughout the past two years out of necessity, SPL produced quality virtual programming offered to our patrons. Now, our staff is looking forward to reestablishing our in-person offerings for youth, which will provide great opportunities for real-life experience for our Interns. SPL's motto is "We Help People Succeed", and we do this by meeting and exceeding the expectations of the diverse Southfield community.

## POSITION AND DUTIES

Interns are an integral part of the Southfield Public Library's operations. During an internship, our Intern will work closely with Youth division career staff. The Youth Intern will be able to help with the planning and implementation of programming, gain experience helping patrons on our youth desk, and experience what it is really like to work in a public library Youth Department. During the internship, our Intern will also work on our other public service desks, providing reference and reader's advisory service, helping patrons with their mobile devices and laptop computers, and showing patrons how to use the library's digital collections. After training, our Intern will develop their own programs and take the lead in reaching out to the youth in our library. The Youth Intern will learn collection development best practices from senior librarians and take responsibility for an assigned collection. The overall goal of the library internship is to provide students with real life library experience and guidance while working alongside professional librarians.

## QUALIFICATIONS

- Bachelor's Degree
- Enrollment at the time of hire in a master's degree program in Library and Information Science accredited by the American Library Association.
- Able to work collaboratively with staff at all levels and in all areas of the organization.
- Commitment to serving a diverse population in positive and meaningful ways.

## DESIRED SKILLS MAY INCLUDE (Lack of these is not disqualifying)

- Customer service experience
- Experience with the Adobe Creative Suite or Canva
- Familiarity with Microsoft Office 365 and TEAMS
- Experience working with social media platforms, video content creation, and streaming video

## SALARY AND BENEFITS

- \$15.00/hour first year; \$16.00/hour second year

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- Vacation, sick time off, personal business leave, and paid holidays
- Health insurance
- Tuition reimbursement allowance
- Incentive bonus upon completion of the 2-year position

## HOURS AND PLACEMENT

- 30 hours per week. Consideration will be given to academic workload and class schedules when arranging library schedules.
- Daytime, evening, and weekend hours may be required
- The successful candidate will be placed with the Youth Services division.

**DEADLINE:** Open until filled.

**TO APPLY:** Send cover letter, resume and [City of Southfield Application for Employment](#) to Mary Beall, Acting City Librarian, Southfield Public Library, 26300 Evergreen Road, Southfield, MI 48076 or email to [mbeall@southfieldlibrary.org](mailto:mbeall@southfieldlibrary.org)