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April 19, 2019

Job Posting

Library Summer Internship- PLA Inclusive Internship Part Time

Summary

We have an exciting paid summer opportunity and invite applications from students who represent a diverse perspective or demographic and are curious about careers in libraries.

The Milton Public Library is a vibrant resource, providing materials, meeting space and programming for our community. The MPL is dedicated to reflecting our community's diversity through our offerings, celebrating our patrons' heritage and experiences, and providing opportunities for important conversations around racial justice and improving inclusive service.

Milton Public Library is one of 50 public libraries across the country who are part of an Inclusive Internship Initiative of the Public Library Association. We have funding to hire a student intern for the summer of 2019 and help him or her design and execute a connected learning project and explore librarianship as a possible career choice. The student will work closely with a staff mentor as well as a variety of library staff from across departments. The student will also work independently and is expected to spend dedicated time writing, reflecting, and sharing their experience.

The subject of the project is up to the student, reflecting his/her interests, such as technology, working with youth, or community engagement. The Library will help design a project that both meets those interests and forwards the mission of the Library. The intern will also be one of 50 students to attend conferences in Chicago and Washington D.C.

General Statement of Duties

Under the guidance of library mentors and staff, interns will:

- Contribute to the design and delivery of a connected learning project
- Work 25 hours per week in the library to complete the project
- Spend dedicated time writing about and reflecting on the experience
- Attend a kick-off event in June in Chicago and make a presentation about the internship and project at a wrap-up event in September in Washington D.C.

- Participate in monthly virtual learning and networking opportunities
- Complete short, biweekly surveys
- Be comfortable sharing successes, challenges, and opportunities

Supervision Received

Works under the general direction of an identified library mentor and staff.

Responsibilities

The intern will, jointly with library staff, design a learning project to be completed over the summer. The project will be decided after the kick-off event in Chicago, where intern will learn more about the initiative and potential ideas. Example topics may include:

- Application development – improving user experience through coding, digital media, and tech support
- Community outreach – engage the community for programming and awareness of services
- Children's/Teen programs – carry out STEAM, outdoor education, and special programs for kids or teens

Requirements

Interns must be entering their junior or senior year of high school, or first year of college, in the Fall of 2019, and be interested in exploring library work as a potential career path.

Intern must be able to travel to Chicago, IL June 13-15 and to Washington D.C. September 20-22. Both travel opportunities are fully funded through the grant.

Physical Requirements

Ability to lift and carry books and other library materials, push loaded book trucks, and operate a computer keyboard and barcode scanner. Willingness and ability to work in a variety of locations at the Library.

Salary and Hours

Intern will work 25 hours per week for up to 10 weeks during the summer months (June 24 to late August).

Hourly rate of \$14.00

Please complete online application form at:
<http://tinyurl.com/MPLInclusiveInternship>

Applications must be received by May 3, 2019. Interviews for this internship will be held in late April/early May.