

CITY OF IOWA CITY - Job Description

Job Class #9990

FLSA Non Exempt
Non Civil Service

Identification

Position Title: Hourly Graduate Intern
Job Title: Children's Services Intern
Department: Children's Services
Division: Library
Immediate Supervisor: Children's Services Coordinator

Job Summary

Under supervision, assists patrons at the Children's Room Desk with reference questions, reader's advisory and general customer service. Assists in planning and performing various children's programs, including story times, helping children access and navigate digital resources, summer reading, festivals, and outreach services. Helps keep Children's Room and work area organized. Creates book displays and reading lists. Works on departmental projects as assigned. Works some nights and serves in weekend rotations.

Essential Job Duties and Responsibilities

Provides reference, reader's advisory, digital literacy, and customer service at Children's Room Desk.

Assists with planning and performing children's programs.

Assists with Summer Reading planning, registration, and special programs.

Helps keep Children's Room organized.

Creates book displays, reading lists, and other passive programs in the Children's Room.

Works on departmental projects as assigned.

Works evening and weekend shifts on the Children's Desk and programming.

Implements established policies and procedures regarding the safety and security of patrons and fellow staff members.

Presents the Iowa City Public Library and its services consistently in a positive manner and adheres to customer services guidelines and procedures as established by the Library.

Conducts self in a manner which **promotes** and **supports** diversity and inclusivity in the workplace and community.

Performs other duties as assigned.

Physical and Environmental Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel and talk and hear. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 10 pounds. This position requires the ability to apply up to 30 pounds of force or push a book cart. Specific vision abilities required by this job include close vision, and ability to adjust focus. The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Minimum Education, Experience and Certification

Enrollment as a graduate student in Library and Information Science required. Must pass criminal background check.

Preferred Education, Experience and Certification

Classwork and/or work experience with children in a school, library, or daycare setting preferred. Experience with programming and supervising children in groups preferred. Experience in storytelling and other recreational programs for children is desirable.

Knowledge, Skills, and Abilities

Knowledge of children's literature and other children's materials. Familiarity with libraries and an interest in working with children. Storytelling and other performance skills. Skill in working with the public and supervising youth, individually and in groups. Knowledge of and ability to plan drop-in activities and assist with programs for children. Knowledge of and ability to use personal computers, including children's software and Internet applications. Ability to organize and shelve library materials. Ability to work in a team environment to deliver library services. Ability to consistently deliver excellent customer service.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.