

Summer Quest Program Assistant Internship

North Pocono Public Library, Moscow, PA

<http://lclshome.org/b/north-pocono-public-library/>

SUMMER QUEST DESCRIPTION: Summer Quest is the formal title for the Library's reading and learning program. Throughout the summer months, children and teens of all ages participate in reading/learning challenges, weekly programming, and special events. We are seeking an energetic, responsible intern to join the children's programming staff to assist in providing a successful 2018 Summer Quest to the surrounding community.

INTERNSHIP RESPONSIBILITIES:

- Assist in planning for programs and activities
- Preparing materials that will be used in various programs
- Facilitate hands-on activities during programs and events
- Assist in maintaining the overall appearance of the Children's area in the library

INTERNSHIP LENGTH: Paid Internship; June 1st, 2018 – August 11th, 2018; 12 hours weekly

BASIC QUALIFICATIONS:

- High School degree or equivalency
- Basic computer skills (I.e. Microsoft Word, Internet searching, printing, etc)
- Demonstrated communication skills (written and verbal)
- Demonstrated ability to work with people of all ages, including experience working with children
- Highly motivated, dependable, and flexible
- Must be currently enrolled in a Bachelor's Degree program with at least a 3.0 GPA
- Must hold current PA Clearances (Child Abuse History/Criminal History/Fingerprinting)
- Students in Early Childhood and Elementary Education are strongly encouraged to apply.

TO APPLY: Please send your resume (with GPA included) and a letter of interest to the Library Director:

North Pocono Public Library
c/o Susan Jeffery
1315 Church Street
Moscow, PA 18444

OR susanjeffery@albright.org