

## **Louise C. Wolfgramm Lanesboro Public Library Summer Internship**

The Louise C. Wolfgramm Library Summer Intern will assist library staff with a variety of duties, including public relations, event logistics, programming and various aspects of library management. The intern will be tasked with a special project: determining the needs of the teenagers and how the library can meet those needs by teen programming.

### Ideal Qualifications:

- 1) Love of Libraries, Library advocate.
- 2) Library experience and/or knowledge about Library systems and practices.
- 3) Positive customer service orientation.
- 4) Organized, able to multi-task and complete projects.
- 5) Ability to self-motivate and work independently.
- 6) Willingness to follow directions, communicate clearly and ask questions.
- 7) Enforce Library policies as necessary.
- 8) High School Graduate , 18 years old or older

Ideal candidates have exceptional interpersonal skills, are creative, computer-savvy and are willing to learn and take initiative.

For this position, a focus of study could be Communications, Education, or English however, any applicant with an interest in library work may apply.

### **Schedule/Compensation/Housing**

- **8 weeks** (includes 4 vacation days)
- Start date negotiable, but ideally the intern would begin late May / early June
- Full Time (20 hours/week): hours will be mostly days but some Saturdays and evenings as per pre-arranged schedule
- \$1,500 total stipend for the summer
- Housing provided

### **To apply:**

By April 15, 2017 send cover letter and resume and the names of 2 references to:

*Tara Johnson, Library Director*  
Lanesboro Public Library  
PO BOX 330 Parkway Ave S  
Lanesboro MN 55949  
507.467.2649  
[www.lanesboro.lib.mn.us](http://www.lanesboro.lib.mn.us)