



Internship Opportunity: Library Intern

Overview

The ENC is looking for a responsible individual who has a passion for books, reading, literacy and environmental education. As an intern, you will be responsible for classifying, cataloging and shelving books and other library materials in the ENC's library.

Position: Library Intern (4 – 8 hours per week with flexible schedule, including occasional weekends and evenings)

Pay Rate: Unpaid, class credit with school approval.

JOB DUTIES:

- The Library Intern performs library work under the supervision of the Facility Manager.
- Assists in classifying, cataloging and shelving books and other library materials.
- Provides library reference services for locating information and documents utilizing the appropriate technology and resources.
- May provide children's library services such as story hours and book selection.
- Prepares periodic reports on the progress of internship and assignments.

SUPERVISOR TRAINING TECHNIQUES:

- Introductory walk through of center, non-profit and mission.
- Train for each of the tasks, working one on one to ensure everything is understood.
- Assess level of skills and teach where skills are lacking.
- Review tasks and offer feedback and demonstrations to encourage growth
- Review all completed tasks and offer any assistance with further growth.

SKILLS AND EXPERIENCE:

- A Bachelor's degree from or current enrollment in an accredited college or university in a Library Science program accredited by American Library Association preferred.
- Physical effort may include occasional light lifting, and some bending, stooping or squatting.
- Highly detail-oriented and organized
- Dependable and reliable
- Can think critically, creatively, and thoughtfully to execute project-based assignment
- Ability to use of a personal computer and current Office software applications.
- Ability to communicate effectively both orally and in writing in English.
- Comfortable around animals, kids and people
- Experience interacting with the public in a fast-paced environment

SPECIAL REQUIREMENTS

Must have reliable transportation to and from the facility. Must be willing and able to work weekends and holidays as needed.

APPLICATION AND SUPERVISOR INFORMATION:

Resumes may be submitted via email: lori@encenter.org. For additional information, please call Lori at (949) 645-8489 ext. 103. Recruitment is ongoing.

The Environmental Nature Center will review applications. Applicants with the most pertinent experience, education and training may be invited for an interview. The Environmental Nature Center is an equal opportunity employer.

Learning Outcomes:

By the end of the internship, students will be able to:

1. Classify, catalog and shelve books and other library materials.
2. Engage the public at events and showcase what the ENC offers through interaction with an animal, and artifacts.
3. Research and develop educational props for story time programs.
4. Use Social Media at events.
5. Monitor effective benchmarks (best practices) for measuring the impact of outreach.