



## SUMMER INTERNSHIP OPPORTUNITY

Mendon Public Library is seeking a PAID INTERN to help plan and execute teen and tween programs for the 2025 “Color Our World” Summer Reading Program.

### Requirements:

- Enrolled at an accredited institution, working towards a degree in Library and Information Science. Must enroll in a credit-bearing internship/practicum through your college or university.
- Flexible schedule, available up to 20 hours per week during the months of June-August. Some remote or in-person work can begin in April or May and possibly extend into the fall.
- Creative, organized, and enthusiastic about working with youth aged 11-17.
- Great communicator and team player.

### Job Duties:

- Organize, set up, supervise, and assist youth with weekly Arts & Crafts activities, to include both open-ended and specific projects, as well as projects utilizing the library’s Cricut and Button Making machines.
- Help Library Staff plan and execute various other programs which appeal to teens and tweens in the library (possible topics include: books and reading, games, movies, food, fashion, music, trivia, writing, etc.)
- Help Library Staff publicize the Summer Teen and Tween programs via signage, displays, and social media.
- Prepare and work with a budget for programming expenses.
- Make recommendations about teen book purchases and create book lists.
- On occasion, assist with programming for other age groups.

### Compensation:

- This is a grant-funded internship, made available through Rochester Regional Library Council. The rate of pay is \$20.00 per hour, not to exceed \$3,300.

### To apply:

- Send a letter of interest and resume to: Lyla Grills, Director, at [lyla.grills@libraryweb.org](mailto:lyla.grills@libraryweb.org) by March 1.