

SADIE POPE DOWDELL LIBRARY

INTERNSHIP

JOB SUMMARY

The Intern will obtain hands-on experience in the day to day operation of a public library.

RESPONSIBILITIES AND DUTIES

The Intern will report to and be supervised by the Supervising Library Assistant.

Under his direction, the Intern will organize and implement the coordination of events, patron services or collection management.

SKILLS AND ATTRIBUTES

The position requires a good work ethic and organizational skills; the ability to compile data (accuracy is essential) and prepare the content and arrangement of library materials for displays, exhibits and library programs. The confidentiality of library patron records must be maintained.

Sadie Pope Dowdell Library

100 Governor Hoffman Plaza, South Amboy, NJ 08879

Elaine R. Gaber, Director egaber@dowdell.org