



**Employment Opportunity
Summer Library Intern – Part Time**

Anticipated Employment through August 6, 2022

The Mary Duncan Public Library is searching for a summer intern to help with the 2022 Ocean of Possibilities Summer Reading Program. The summer reading program is one of the largest events hosted by the Mary Duncan Public Library. It includes weekly story times, STEM activities, crafts, and educational programming.

Primary Duties:

The summer intern will assist library staff with tasks associated with the summer reading program. This includes but not limited to preparing for story times, preparing for STEM activities and crafts, and setting up for events. In addition, the summer intern will serve alongside library staff during events, lending an extra set of helping hands when needed.

Additional Library Duties:

- Assist library staff with circulation of library materials
- Assist patrons with library and personal technology
- Check indoor and outdoor book drops, and shelve returned materials
- Place holds and retrieve items for in-transit requests to other affiliated libraries
- Shelf read throughout library collection to ensure accuracy
- Minor cleaning and maintenance of library facility during daily operations
- Assist with other duties related to Town of Benson business as directed by the Cultural Arts Director

Salary: \$10 per hour

Hours: 10-20 per week

Education/Experience: Preference will be given to applicants who have experience working with children.

To Apply: This position is open until filled. Applicants must submit a **Town of Benson Application, resume, and portfolio of any related work.** The Town of Benson application can be picked up at Town Hall or printed from the Town's website: <http://www.townofbenson.com/2201/Employment>. **Applications and resumes must be mailed to P.O. Box 69, Benson, NC 27504-0069, hand delivered to 303 East Church Street, Benson, NC 27504 or emailed to Scott Tart, Town of Benson Human Resources Director, at start@townofbenson.com.** The Town of Benson is an equal opportunity employer.