

Outreach Service Internship Opportunity for the Roaring Spring Community Library

ABOUT RSCL

The Roaring Spring Community Library is located in a rural area in the southern end of Blair County. The Library was founded in 1959 and occupies the historic Eldon Inn. Our service area is comprised of 6,422 individuals in Roaring Spring, Taylor Township and ½ of East Freedom. The Library is actively involved in the community, planning, and participating in a variety of local events. For additional information: www.roaringspringlibrary.org.

GOAL

Outreach services goal is to bring the experiences of the library and its resource to the community.

INTERNSHIP DESCRIPTION AND DUTIES

The student intern will work closely with the Director and Assistant Director and work on various outreach projects. Weekly progress reports and meeting with Director to discuss any issues are to be part of the learning process.

Promotes the use of the library by nontraditional or under-served users through the development and support of programs and services.

Reach out to the community and collaborate with other organizations to plan, develop and implement new services.

Develops and works with community contacts to promote library services to underserved populations

Provide direct outreach to pre-schools, daycares and senior centers and senior living facilities. .

Identifies potential partnerships and sponsorships of library programs and works jointly with director to develop outreach relationships.

Assist with staff duties including working with patrons and answering phone when needed.

STUDENT QUALIFICATIONS

Student intern should have a basic understanding of outreach services and how they can be used to further the mission of the library.

Possess excellent verbal, written, and communication skills, be self-motivated, have the ability to work independently, and have organizational and time management skills.

The student intern will be working in a business setting and will have contact with clients, potential

partners, and funders. The intern will be expected to conduct himself/herself in a professional manner.

HOURS/START AND END DATES

The number of hours each week is dependent on the interns schedule and availability. We request 12-15 hours per week. Specific hours and days worked, as well as the start and end dates of the internship, are flexible depending on the intern schedule.

DRESS CODE

Student interns are required to dress in suitable business attire. Flip flops, sneakers, shorts, miniskirts, and T-shirts are not permitted unless appropriate for the event. If the student intern arrives at work and their clothing is deemed inappropriate, they will be asked to go home and change.

COMPENSATION

Internship positions are not compensated, but any necessary paperwork will be completed to complete college credits.

ORGANIZATION CONTACT

Interested candidates should contact
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