



**NOTICE OF VACANCY
August 4, 2015**

POSITION: Internship, Title: Children's Librarian Assistant
DEPARTMENT: Library
STIPEND: \$500 for Fall Semester
HOURS: Part-time; 10-12 hours per week
DURATION: September 2015 – December 2015

Organizational Scope:

Works under the Direction of Supervisor of Children's Services.

Major Responsibilities:

Intern to help with preparing for and assisting with summer reading programs for elementary school-aged children. Responsibilities include, but are not necessarily limited to:

1. Gathering(relabeling as necessary) and setting up summer displays of summer reading list books.
2. Brainstorming thematic program ideas for visiting camps.
3. Preparing and collating registration materials for the summer reading program.
4. Preparing programming materials for visiting camps.
5. Assisting with visiting camp programs.
6. Assisting with craft and story-time programs.
7. Monitoring on-line summer reading program (registrations, book reviews and prize eligibility).

Job Qualifications:

The ideal candidate is enrolled in a graduate level library science or education program and can demonstrate a working knowledge of children's literature. Has experience with and enjoys working with preschool and/or elementary age children. Proficiency in Microsoft Word.

Knowledge, Ability & Physical Requirements:

Employee must be capable of operating miscellaneous tools and office equipment relative to this position which shall include, but may not be limited to: computers, copiers, fax machines and calculators. Time spent standing, walking, and sitting. Lifting, pushing/pulling, or carrying of objects weighing up to 10 pounds with occasionally a maximum of 30 pounds. Climbing, stooping, kneeling, crouching, crawling, twisting, bending, and squatting. Repetitive movements of the hands.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.