



Community Library of the Shenango Valley

11 N. Sharpsville Ave.
Sharon, PA 16146
(724) 981-4360
Fax (724) 981-5208

Internship Description – Community Library of the Shenango Valley

Start date: May 22, 2023

Paid Stipend: \$4,320

End date: August 12, 2023

Full-time 40 hrs./week

The Community Library of the Shenango Valley in Sharon, Pennsylvania has one paid internship position available for the summer. The library is looking for an Education, English, or Library Science major to assist with our summer reading programs at both the Community Library in Sharon and at our Stey-Nevant Branch in Farrell. The position will be full-time for the summer with flexible hours, including some evenings and Saturdays. In this position, the individual will be assisting the Children's Librarians, Teen Coordinator, and Adult Services Librarian in the planning and implementation of summer reading program activities both in the libraries and at nearby outreach locations.

Responsibilities include:

- Networking with area businesses and organizations, obtaining donations and enlisting support for our Summer Reading Program.
- Creating, both in person and virtual, activities centered on literacy for children in grades K-8
- Assisting with programs planned by our children's, teen and adult librarians.
- Obtaining and preparing materials for all activities
- Processing, maintaining, and helping patrons navigate our on-line summer reading challenge through the Beanstack online platform.
- Working with a group of volunteers to implement activities in both libraries as well as outreach facilities during a set weekly schedule, Monday-Friday.
- Assisting librarians with library operations, shelving books, etc.
- Applicants should have an interest in library science or education, have experience working with children and teens, and be proficient with technology and STEM programming.



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- College credit is available. This must be determined by student and instructor. The library will provide evaluations and will work with the school if student wants to receive college credit.

Applicant **must** have own transportation, and be able to work some evenings and weekends. The Summer Reading Program is a fun and rewarding experience, and will offer many opportunities to gain skills that will be an asset when seeking post-college career opportunities.

Those interested in this internship must submit a fully-detailed sample preschool or elementary school program focusing on working animals (ex: service dogs, military animals, herding dogs, etc).

TO APPLY:

- ❖ Email cover letter, resume, CLSV job application, and program sample to rpundzak@clsv.net or vmastroberte@clsv.net
- ❖ Mail to Robin Pundzak, Community Library of the Shenango Valley, 11 N. Sharpsville Avenue, Sharon, PA 16146
- ❖ Deliver in person to the circulation desk at the Community Library of the Shenango Valley, 11 N. Sharpsville Avenue, Sharon, PA 16146

For more information about the responsibilities and duties of the position, please contact:

Executive Director Robin Pundzak @ 724-981-4360 x105, rpundzak@clsv.net

Children's Librarian Vikkie Mastroberte @724 981-4360 x103, vmastroberte@clsv.net