



**Job Status:** Non Exempt; Temporary

**Reports to:** Library Director

**Supervisory  
Responsibilities:** None

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## **I. GENERAL FUNCTIONS**

Crete Library is currently accepting applications for a Summer Intern for 2026.

This summer Library Intern is responsible for assisting summer reading programs and events at the library. As well as providing customer service to the library patrons. This is a temporary position during the summer months, end of May through Mid-July – approximately 15 to 20 hours of week.

## **II. ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Assist with summer reading programming and events, including preparation, setup, and take down.
2. Work at the circulation desk and assist with general library operations and customer service.
3. Assists patrons with the use of computers, printers, scanners, and copiers.
4. Take applications for library cards and enters patron information in the system.
5. Answer reference requests.
6. Able to plan, organize and coordinate work routines for self.
7. Able to communicate effectively with fellow staff.
8. Able to communicate in a courteous and respectful manner to all patrons.
9. Performs general maintenance and other duties as assigned.

### **III. OTHER NON-ESSENTIAL DUTIES**

- Other duties as assigned

### **IV. REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

1. Ability to communicate orally and verbally.
2. Knowledge and use of basic computer software programs, e-mail and Internet search programs is essential.
3. Ability to be flexible in job duties and work schedules.
4. Willingness to work with all types of patrons.

### **V. WORKING CONDITIONS & PHYSICAL EFFORT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, provided such accommodation does not create an undue hardship for the City. The employee is regularly required to sit, stand, walk, stoop, kneel, and bend. Applicants must regularly lift up to 10 pounds and occasionally lift up to 30 pounds without assistance.

### **VI. MINIMUM QUALIFICATIONS**

1. Be a student in high school or college.
2. Must be at least 16 years of age or older.
3. Bilingual language skills are a plus.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Employee Acknowledgment of Job Description**

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Employee's Rules and Regulations is a contract for employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date