

# Internship Opportunities



## Background

The West Palm Beach Public Library began as the West Palm Beach Reading Room in the Congregational Church at the corner of Datura and Olive Streets in 1894. Today, the library occupies an innovative 4-story space with more than 80,000 square feet to accommodate the diverse needs of the community. More than 600,000 people visit the Library each year. Our Library customers come from diverse socioeconomic backgrounds and range in age from infants to seniors. Examples of the services the library provides include: a comprehensive collection of adult, teen and children's books, DVDs and CDs available for checkout; children's programs, including story hours and seasonal events; programs for teens; adult programs, including author events, computer classes, book discussions, and musical programs; and information and research services.

Our student internship program will enable us to continue to provide the best possible services to the public. Our goal is also to provide undergraduate and graduate students with a meaningful educational experience that will be beneficial to both students and our organization.

Internships are voluntary and uncompensated by the library although students earn extra credit through their institutions. Interns may set a flexible work schedule within normal business hours.

### **Benefits Include:**

- Gaining experience working with teens, adults and children of diverse backgrounds.
- Build skills in program implementation, project completion, and leadership.
- Gain experience working within deadlines and established procedures.
- Receive a letter of reference upon successful completion of the Internship.
- Acquire samples for your professional portfolio.
- Enriched understanding of library service.

## Technology

The Technology Department is located on the 2<sup>nd</sup> floor of the library and includes 34 public computers with multi-media capabilities, a Computer Instructional Lab with 24 PCs, an expansive DVD and music collection, and a space for technology related programs.

We are seeking an enthusiastic intern, who enjoys working one-on-one and in groups, introducing new technologies to adults from diverse backgrounds.

### **Key responsibilities include, but are not limited to:**

- Provides patron assistance with computer/technology inquiries and troubleshoots computer issues.
- Assists patrons with use of online catalog and the Internet.
- Assists with reference inquiries at the information desk.
- Assists in computer class instruction and programming.
- Prepare materials for classes and programs.

### **Preferred Qualifications:**

- Basic computer and internet skills (Microsoft Office)
- Ability to multi-task
- Ability to work independently
- Dependable and punctual
- Excellent communication and customer service skills

**For more information contact: Tracie Seurer, Associate Librarian, Technology**  
561-868-7763, [seurert@mycitylibrary.org](mailto:seurert@mycitylibrary.org)

## Children's

The Children's Department seeks an enthusiastic and friendly intern who has experience or interest in working with children and their parents or caregivers. Our space is located on the 3<sup>rd</sup> floor, which includes 16 computers, interactive displays and furniture, an extensive collection of books, magazines, CDs, DVDs, and other fun educational resources to address the needs of the community we serve.

**Key responsibilities include, but are not limited to:**

- Assists librarians with programming.
- Responds to teacher/parent requests via telephone or email.
- Maintains accuracy of collection in terms of organization and location.
- Assists librarians with collection development.
- Shares patron needs/requests with library staff for future collection development.
- Shadow librarians who work in various fields such as: outreach, class visits, homework help, story times, blogging, collection development...etc.
- Assists librarians with projects; sample projects may include: grant writing, making flyers/newsletters, coordinating program activities...etc.

**Preferred Qualifications:**

- Values creativity, respect, and diversity
- Proficient with computer and office systems
- Excellent oral, written, and interpersonal skills
- Self motivated and dependable
- Ability to perform work assignments with professionalism and pursuit of quality and excellence
- Proactive and takes initiative to go beyond the needs of patrons and staff

**For more information, contact Christina Dominique-Pierre, Children's Librarian, 561-868-7732, [dominiquepierrec@mycitylibrary.org](mailto:dominiquepierrec@mycitylibrary.org)**

*Adult Reference*

The Adult Reference and Information Department is located on the 4<sup>th</sup> floor of the library and houses 52 public computers, printers, microfilm archives, study rooms, the Florida Room, the main fiction and non-fiction collection, and the foreign language collection.

**Key responsibilities include, but are not limited to:**

- Assists and instructs patrons in the use of the online catalog and Internet.
- Provides patron assistance with computer/technology inquiries and troubleshoots computer issues.
- Maintains accuracy of collection in terms of organization and location.
- Provides basic Reader's Advisory assistance to patrons.
- Assists in maintaining book displays.

- Assists in computer class instruction.
- Assists librarians with various programming activities including preparing and distributing handouts and flyers, display, and set-up of rooms and equipment.

**Preferred Qualifications:**

- Basic computer and internet skills
- Ability to multi-task
- Detail oriented
- Ability to work independently
- Dependable and punctual
- Excellent communication and customer service skills

**For more information, contact Theresa Trabucco, Reference Librarian,  
561-868-7791, [trabuccot@mycitylibrary.org](mailto:trabuccot@mycitylibrary.org)**

*Teen's*

The West Palm Beach Public Library Teen Department seeks an intern who values creativity, respect, and diversity. A successful applicant will be friendly, enthusiastic, detail-oriented and accustomed/interested in working with teens, teachers, and caregivers. Skills include computer proficiency on PCs, as well as, and interest in programming and teen resources.

Other unique skills and talents that the applicant can bring to the library are encouraged.

**Key responsibilities include, but are not limited to:**

- Assists teen librarian with programming.
- Answering telephone requests.
- Assists patrons with locating materials.
- Managing the accuracy of the collection in terms of organization and location.
- Assists in teen outreach in the community.
- Assists in planning and organizing events/programs to help promote and implement Teen Services.
- Designing & constructing displays & decorations.
- Completing administrative tasks such as data entry, copying, etc...
- Other duties as assigned.

**Preferred Qualifications:**

- Self-motivated and able to work independently
- Responsible and dependable
- Organizational and time management skills
- Willing to learn new skills and teach others
- Able to complete tasks in a timely manner as assigned
- Good people skills
- Computer proficient
- Advanced clerical skills
- Previous work or volunteer experience in a library is helpful
- Coursework in library science or secondary education is helpful

**For more information, contact Lenese Colson, Teen Librarian,  
561-868-7739, [lcolson@mycitylibrary.org](mailto:lcolson@mycitylibrary.org)**

*Additional Info*

**Location: 411 Clematis Street, West Palm Beach, FL 33401**

**Website: [www.mycitylibrary.org](http://www.mycitylibrary.org)**