

WillCounty

Summer Internship Program

Organization Name	Joliet Public Library
Industry	Government
Internship Title	Youth Services Summer Intern
Hours per Week	20 hours a week
Rate of Pay	\$14.00 an hour
Start/End Dates	June 3 - August 2, 2023

About Company

Public Library

Position Description

The Joliet Public Library is looking for a local high school student (at least 16 years old) to work in the Youth Services Department this summer at our Black Road facility.

Knowledge, Skills, Abilities/Interests Desired

Candidates interested in pursuing a career in early childhood education or elementary education are encouraged to apply. Creativity and flexibility is a must. Knowledge of the Spanish language is a plus!

Physical Demand of Position

Work is performed in a public library setting with minimal exposure to health or safety hazards. Substantial time is spent working on a computer. This work typically requires the following physical activities: sitting, walking, bending, stooping, and reaching above shoulder height, finger dexterity, repetitive motions, talking, hearing and visual acuity. May have to lift files, supplies, furniture or fixtures on occasion. May have to spend time outdoors assisting with scheduled events and programs. 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.

Documents Required

Letter of Interest

Business Contact

Laura Yanchick

Title

Manager of Youth Services

Contact Number

(815) 846-3126

E-mail

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