

Customer Service and Library Operations Internship

The Berthoud Community Library District is offering an unpaid internship, 6 to 8 hours per week, to high school students 15 or older interested in developing customer service skills and an understanding of library system operations. The intern's duties include both front desk work, such as checking out materials and assisting customers with computer tasks, and back office work, such as checking in materials and processing courier deliveries. Additional opportunities include occasional marketing, event planning, or early literacy projects.

Position requirements:

- willingness to assist a wide variety of people with using the library
- basic computer skills, including proficiency with Microsoft Word and internet browsers
- the ability to adapt to a rapidly-changing work environment
- flexibility in learning and completing assigned tasks

Position benefits:

- customer service skills
- experience with interviewing and regular performance evaluations
- experience with technology instruction
- knowledge of library operations, both local and statewide

To apply, please contact Amie Pilla at ceo.bcld@gmail.com or download an application.