

## 2023 Summer Youth Employment Program

### Job Description

**Department:** Chapel Hill Public Library (Youth and Family)

**Position Title:** Summer Student Assistant

**Minimum Age:** 14

#### Position Description:

This position helps with a variety of tasks and projects at the Chapel Hill Public Library, both indoors and outdoors. At least half of the time, the student will be sorting, shelving and keeping books organized. The position may also assist with programs and projects happening during the summer months.

#### What you'll do at work:

- Shelving books! Keeping shelves neat and organized.
- Assisting with programs – room setup/cleanup, etc.

#### Skills needed:

- |  |  |
|--|--|
| <input type="checkbox"/> Microsoft Office Suite  | <input type="checkbox"/> Leadership Skills                             |
| <input type="checkbox"/> Swimming  | <input checked="" type="checkbox"/> Interpersonal Communication Skills |
| <input type="checkbox"/> Social Media  | <input type="checkbox"/> Heavy Lifting                                 |
| <input type="checkbox"/> Zoom  | <input type="checkbox"/> Tools   |
| <input type="checkbox"/> Public Speaking / Presenting  | <input type="checkbox"/> Heavy Equipment                               |
| <input checked="" type="checkbox"/> Organizational Skills  | <input type="checkbox"/> CPR/First Aid                                 |
| <input checked="" type="checkbox"/> Other: <u>1. Medium lifting, pushing, stooping, bending.</u> |  |

#### Typical Schedule:

**Days of the week-** TBD with availability Monday through Sunday

**Hours-** TBD with occasional evenings hours for events