



JOB DESCRIPTION
Part-Time Digital Navigator Intern
Grant Funded Position

JOB SUMMARY:

This position reports to the Digital Navigation Librarian. The Digital Navigator Intern will coordinate with the project lead in their effort to connect county residents to the Internet. This position is grant funded. Should the grant not be renewed at the conclusion of its term the employment period will end.

As a part-time intern the essential duties and responsibilities include but are not limited to:

JOB RESPONSIBILITIES:

- Assist the Connectivity Manager with circulation kit operations. This may include the confirmation of the working order of Portable Internet Kit contents
- Typically, this position will require frequent talking, hearing, sitting, reaching, keyboarding, and repetitive motion of hands/wrist. In addition, there is a requirement for grasping, and use of visual senses. This position may require extended periods of standing and or sitting while assisting library patrons
- This individual may be required to push up to 150 pounds or lift and carry from 5 to 50 pounds
- Work with county residents in a one-on-one capacity as an information literacy instructor
- During the summer months of June and July create pop-up hotspots in city parks, with permission from city officials
- Work in a team environment
- Ability to understand and follow oral and written instructions
- Tact and courtesy in dealing with the public and other staff members
- Ability to handle multiple assignments and varying timetables
- Other duties as required

The above statements are intended to describe the general nature and level of work being performed by the person/people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.