



Summer Library Intern 2025 Job Description

BASIC FUNCTION

The Library Summer Program Intern is responsible for assisting with the implementation and management of AKR @ the Library. AKR @ the Library is a free summer tutoring program for students who are 6 months to a year behind in reading. The program's goal is to reduce summer slide and help students close grade-level reading gaps. The primary job for the Library Intern is to provide implementation support for the tutoring program at 2 - 4 library sites. The intern will work collaboratively with library site staff and the AKR library teacher to create and sustain a cheerful, respectful and supportive environment for students. Strong applicants will be energetic, creative, and self-motivated. The library internship positions will be available in Pulaski, Faulkner, Garland, Jefferson counties.

REPORTING RELATIONSHIP

The intern will report to their Regional Coordinator.

POTENTIAL PRIMARY DUTIES & RESPONSIBILITIES INCLUDE

- Commitment up to 15 hours per week for 4 to 8 weeks, plus onboarding and debriefing
- Attend and participate in orientation, meetings, and debriefing sessions
- Facilitate literacy sessions which include greeting, checking in, and supporting the Library Teacher, students, and families
- Track student attendance and assist with student registration
- Serve as substitute for the teacher
- Administer student pre and post assessments
- Supervise and monitor students' safety
- Assist with end of summer celebration

QUALIFICATIONS

- Ability to take initiative, employ good judgment, and manage projects from beginning to end
- Strong communication and technology skills
- Ability to multitask and manage details
- Ability to meet deadlines and to anticipate next steps or needs
- Work effectively both independently and as part of a team
- Must pass drug test and submit to background checks, including child maltreatment
- Access to reliable transportation to travel between program sites, as needed
- Currently enrolled in a bachelor's degree program (or hold a bachelor's degree) or equivalent work experience, education major strongly preferred

BENEFITS

- Résumé-building experience in program management and evaluation and aspects of community relations
- Opportunity to learn about the work of nonprofits and their impact on communities
- Opportunity to build your network
- Class credit and/or internship credit (if applicable)
- Stipend of \$720 (4 weeks)- \$1450 (8 weeks) to be paid in full upon completion of Summer 2025 Program

INTERNSHIP DATES by COUNTY:

Note: Dates are tentative, pending snow day makeup sessions at schools.

Pulaski County:

- May 19 (tentative) - Training Session

- Week of June 2 - Pre-assessment and family onboarding sessions
- Week of June 9 - week of June 23 - Tutoring Sessions - Tuesday - Thursday with administrative hours on Friday
- Week of July 29 - Post-assessments

- Week of June 30 - Pre-assessment and family onboarding sessions
- Week of July 7 - week of July 21 - Tutoring Sessions - Tuesday - Thursday with administrative hours on Friday

Faulker County:

- May 19 (tentative) - Training Session

- Week of June 2 - Pre-assessment and family onboarding sessions
- Week of June 9 - week of June 23 - Tutoring Sessions - Tuesday - Thursday with administrative hours on Friday

Jefferson and Garland County:

- May 19 (tentative) - Training Session

- Week of June 9 - Pre-assessment and family onboarding sessions
- Week of June 16 - week of June 30 - Tutoring Sessions - Tuesday - Thursday with administrative hours on Friday

TO APPLY

Email resume, letter of interest, preferred county(s) to work in, and two references to mbarger@arkidsread.org. In the subject line, reference Library Intern.

Note: When program sites are selected, candidates will be notified of exact locations.

Learn more about our program by visiting www.arkidsread.org.