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Library 2026 Summer Intern, Temporary Part-Time, Fort Washington, PA

Position Overview

Upper Dublin Public Library, a busy suburban Philadelphia public library, is seeking a temporary, part-time Summer Intern starting in May/June 2026. The position is approximately 12 scheduled hours a week for 12 weeks, with the potential to add more hours to assist with programming and other library services. The position hours are Mon, Tues, Wed, Fri: 10 a.m.-1 p.m. Availability to also work some additional evenings and weekends is highly desired. The intern will primarily assist with Children's Services and Access Services, assisting Library Staff in providing customer service and programming to children and families and also assisting with the circulation of library materials throughout the building and getting these materials into the hands of library patrons. Applicants should feel comfortable working with patrons of all ages.

We're looking for a cheerful candidate with impeccable customer service skills and an enthusiasm for public library services in the 21st century. Interns at UDPL are a part of a community engagement and public services team seeking to provide our library patrons with efficient and personalized service, whether it be assisting with finding a book on our shelves, accessing a digital resource, or helping patrons with public computers.

Our Library

Located in Fort Washington, PA, open 65 hours/week, the UDPL is a bustling and much-loved resource for the 26,665 residents of Upper Dublin Township and those who visit from neighboring communities. The UDPL maintains a collection of 110,000 tangible items plus a variety of virtual resources, like eBooks, 24/7. In 2022, the Library's borrowing circulation was 358,000 and over 17,000 people attended library programs.

Qualifications for Library Assistant

Applicants must possess a high school diploma; recent high-school graduates and college students are encouraged to apply. Strong customer service background, motivation, and ability to learn new skills in a fast-paced setting are preferred. A high level of computer literacy is required. A demonstrated interest in education and public library services is desired. Some weekend and evening availability preferred. A current Pennsylvania Child Abuse History Clearance and PA State Criminal History will be required before employment begins. A Federal Criminal background check, requiring fingerprinting, is also required.

Salary

This position is a temporary, part-time position with an hourly salary of \$15/hr. EOE.

How to Apply

Applications are being accepted through April 30th, 2026. Interested individuals should send a brief cover letter and resume, in PDF format, via email to cnalence@mclinc.org. (Use "Library Intern Application" in the subject line). Additionally, please email all questions to the same address; no phone calls, please.