



*An award-winning EL Education School in Washington, DC*

### **Library Internship**

Capital City PCS seeks highly capable and energetic college and graduate school student interns to support operations of the school library and makerspace. Serving students in PreKindergarten through 12th grade, our two level library is an ideal location to experience the day-to-day realities of working in a school library. As an Expeditionary Learning school, Capital City PCS emphasizes an inquiry and project based approach to learning, which makes the library a rich, vibrant working environment. Interns will gain extensive knowledge of the day to day operations of a school library, including supporting students in accessing high quality reading materials, organizing curricular resources for staff, and making the library a welcoming and inviting space for students.

#### **Interns will:**

- Assist library patrons with circulation, basic information questions, and related functions.
- Assist patrons in the use of electronic library resources such as the online catalog, library website, research databases, e-books, Internet, etc.
- Shelve library materials and maintain reserve shelving. Inventory library collection. File in alphabetic and/or numeric files.
- Perform routine basic copy cataloging, update records in the online catalog, withdraw items selected by a librarian, maintain holdings records, and course reserve records, etc.
- Create and update general library handouts, brochures and signs. Write drafts of information for newsletters, class schedule, etc. Create and maintain displays.
- Assist with purchasing and receiving library materials.
- Assist in creating and maintaining library web pages.
- Support the organization and use of the makerspace, learning to use our laser cutter, 3D printer, poster printer, vinyl cutter and other equipment

#### **Dates:**

Full Year Internship: September 2019-May 2020

#### **Hours:**

Interns are required to work 10-15 hours per week with flexibility regarding days and hours.

**To Apply:** Email your resume and letter of interest to [capitalcityjobs@ccpcs.org](mailto:capitalcityjobs@ccpcs.org). Please include the position title in the subject line of your email. Visit our website at [www.ccpcs.org](http://www.ccpcs.org) for additional information about our organization.

**About Our School:** Capital City was founded in 2000 and now serves 993 students in grades PK-12. In 2012, the entire school relocated to a newly renovated single campus in Ward 4. Capital City has been a model for school reform in the District. The school implements the EL Education model ([www.elschools.org](http://www.elschools.org)). Through this model teachers craft expeditions that incorporate projects, research, fieldwork, and service to support students in meeting rigorous standards. Capital City's program also emphasizes a strong social curriculum, a commitment to diversity, a strong inclusion model and the integration of arts into the curriculum.

*Capital City is an equal-opportunity employer. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.*