
POSITION TITLE:	Teen Intern - Grant Provided Position – Limited Duration
DEPARTMENT:	Library
FLSA STATUS:	Non-Exempt
SALARY GRADE:	A
REPRESENTATION:	None

GENERAL POSITION SUMMARY:

This internship opportunity is designed to provide valuable work experience and professional development for teenagers interested in library services and community engagement. As a Teen Intern, you will have the chance to assist with various library tasks, work closely with library staff, and contribute to creating a positive and welcoming environment for library patrons.

ESSENTIAL JOB FUNCTIONS:

- Contribute to the design and delivery of a [connected learning project](https://clalliance.org/about-connected-learning/). Visit <https://clalliance.org/about-connected-learning/> to learn more about connected learning.
- More fully understand the scope of library work and be able to identify how interests and skills match that work.
- Customer Service: Provide friendly and helpful customer service to library patrons, including assisting with directional inquiries.
- Help maintain the organization and appearance of the library.
- Undertake additional tasks of interest and projects as assigned, which may include assisting with research, preparing materials for programs, or contributing to library initiatives.
- Establishes and maintains positive working relations with coworkers, citizens, the public, and other agency staff.
- Other duties as assigned.

JOB SPECIFICATIONS**Mandatory Requirements:**

- Students who are between entering their junior year of high school but have not yet started college (approximately 16–19 years old).
- Work at least 100 hours total, up to 300 hours maximum.
- Spend time writing about and reflecting on their experience.
- Complete two short surveys about their experience.
- Attend an Oregon State Library meeting: *Teen Intern Meeting*, July 24th, 10-11am or July 25th, 3-4pm.

Necessary Knowledge, Skills and Abilities:

- Ability to sort efficiently in alphabetic or numeric order, and to develop a working understanding of the Dewey Decimal system of library materials arrangement.
- Ability to establish and maintain harmonious working relationship with other employees and the public.
- Ability to pay close attention to detail and to understand written and oral instruction.
- Work evenings and weekends.
- Ability to accept supervision and correction on a daily basis.

- Ability to maintain physical condition necessary for standing, bending, kneeling and moderate lifting.

Special Requirements/Licenses:

Must be able to pass the department's security clearance standards, including Reference check, and Criminal History check.

SUPERVISION RECEIVED:

Works under the direct supervision of a Librarian.

SUPERVISORY RESPONSIBILITIES:

May lead the work of volunteers.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Be able to lift and carry materials weighing up to 30 pounds.
- Be able to reach above the head and bend to floor level.
- Ability to maintain physical condition necessary for standing, bending, kneeling and moderate lifting.
- Sufficient strength and stamina to walk and stand for several hours at a time.
- Ability to operate a computer to access and input data, and type at an acceptable rate of speed.

TOOLS AND EQUIPMENT USED:

Computers, Photocopy machines, and other office equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee works in a Public Library Building. This has characteristics of an office environment, as well as a retail environment.
- This position may participate in outreach activities outside of the library building. These activities could take place in an elementary, middle, or high school, a public park, or other public buildings.
- Must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.
- This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may have similar, related or logical assignment to the position.

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Sarah McIntyre
Library Director

Adopted: 4/2024

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee

Date