

Lakeview Library Teen Intern

Position Classification: Part-Time/Grant Funded/Limited Duration

Reports To: Works under the supervision of the Library Director and receives direction from the Youth Library Assistant.

Pay Scale: Grant determined

General Position Summary:

This project was made possible by grant funding from the Institute of Museum and Library Services through the Library Services and Technology Act, administered by the State Library of Oregon.

This grant project has multiple goals:

- Teen interns will increase their skills working on a connected learning project. They will also be more able to fully understand the scope of library work and be able to identify how their interests and skills match that work. The intern is expected to learn basic principles, practices, and goals of library operations and youth volunteerism.
- The library mentorship team will develop leadership, communication, and coaching skills.
- The library will better understand how to engage and support students while also creating career and programmatic pathways to increase diversity in the library field.

This position may be responsible for performing project research and recommendations; preparing information and/or supporting documents for meetings or projects; providing program assistance and preparation; participating in community outreach; and/or facilitating internal and/or external customer service. The intern will have an opportunity for job shadowing of various library staff members. The intern will be expected to spend dedicated time writing, reflecting, and sharing about their experience.

Major Responsibilities and Duties:

- Works with mentors and contributes to the design and delivery of a connected learning project. Projects must have a community-facing element and relate to the overall library goals.
- Provides support for Summer Reading Program
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Plans and coordinates project milestones and identifies project resources;
- Documents and presents project outcomes and learning;
- Spends time writing about and reflecting on their experience;
- Attends all meetings and training sessions as scheduled;

- Completes reports, surveys, and other documentation as required;
- Performs other related work as assigned by the Library Director.

Connected Learning Requirements:

Connected learning combines personal interests, supportive relationships, and learning opportunities. Learn more at: <https://clalliance.org/about-connected-learning/>

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- **Computer Skills:** Ability to operate a personal computer. Ability to navigate and use the Internet.
- **Language Skills:** Ability to communicate effectively in oral and written form with people on an individual or group basis. Bilingual (Spanish) fluency is preferred but not required.
- **Reasoning Ability:** Ability to understand and carry out complex oral and written instructions.
- **Other Skills and Abilities:** Ability to maintain effective working relationships with co-workers, volunteers, and the general public.

Education, Training and Experience:

- Sufficient education to ensure the ability to read and write
- Live in Lakeview Oregon;
- Be aged 16-19 by April 1st, 2025;
- Recognized as a high school junior or senior at the time of application;
- Able to lift up to 25 pounds with or without reasonable accommodation;
- Able to access reliable transportation to the library

Licensing and Other Requirements:

The position does not require any licenses or certificates.

General Work Conditions:

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

This position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and other activities using a computer keyboard. Additionally, the position requires near and far vision in reading

correspondence, the ability to read data and use the computer. The position may require regular lifting and /or moving up to 10 pounds and pushing/pulling up to 16-20 pounds initially, 10-15 pounds sustained. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

Duties of this position are performed mostly in an indoor environment, involving public contact, frequent interruption and with a usually moderate noise level. Duties of this position require a willingness to occasionally work evenings and weekends. This position may participate in outreach activities outside the Library building, including the possibility of parks or other public buildings. This job description describes the nature and level of jobs normally done in this position. It is not a definitive list of duties. Employees will be expected to perform additional related duties that are not reflected in this job description.