

# Seasonal Library Intern



**DEPARTMENT:** Library  
**DIVISION:** N/A  
**SUPERVISOR:** Library Director  
**CLASSIFICATION:** Non-Exempt  
**UNION:** No  
**CONFIDENTIAL:** No

## **POSITION SUMMARY**

Contribute to the design and delivery of a connected learning project, working with mentors. Connected learning combines personal interests, supportive relationships, and learning opportunities. During this internship, the intern will learn about the scope of library work and 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.

## **SUPERVISION RECEIVED**

Works under the supervision of the Library Director and receives technical and functional direction from the Youth and Makerspace Librarian.

## **SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

- Develops and implements a Teen Advisory Council program.
- Supports Summer Library Challenge, including program design, preparation, and support.
- Development of Connected Learning Project. Projects must have a community-facing element and relate to overall library goals.
- Plans and coordinates project milestones and identifies project resources.
- Documents and presents project outcomes and learning.
- Keeps supervisor and designated library staff accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings and training sessions for summer youth and Summer Reading programs.
- Completes reports, surveys, and other documentation as required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of this position.

## **PERIPHERAL DUTIES**

Intern may also be responsible for:

- Performing project research and recommendations.

- Preparing information and/or supporting documents for meetings or projects.
- Providing program assistance.
- Participating in community outreach.
- Facilitating internal and/or external customer service.

The intern will be expected to spend dedicated time writing, reflecting, and sharing about their experience.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- a. Sufficient education to ensure the ability to read and write the English language.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- a. Ability to operate a computer. Ability to navigate and use the internet.
- b. Ability to communicate effectively in oral and written form with people on an individual or group basis.
- c. Ability to understand and carry out complex oral and written instructions.
- d. Ability to maintain effective working relationships with co-workers, volunteers, partner agencies, and the general public.

### **SPECIAL REQUIREMENTS**

- Must be 16 years of age or older.
- Possession of a valid state driver's license.
- Willingness to work nights and weekends.

## **TOOLS AND EQUIPMENT USED**

- Use of computer or laptop for use in word processing, spreadsheets, databases, and other related software.
- Copier, printer, and fax machine.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an intern to successfully perform the essential duties and responsibilities 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 intern is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The intern is frequently required to sit. The intern is occasionally required to climb or balance. The intern must regularly lift and/or move up to 10 pounds and push/pull 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.

### **WORK ENVIRONMENT**

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

Duties of this position are performed mostly in an indoor environment, involving heavy public contact, frequent interruption, and usually with a moderate noise level.

## INTERN ACKNOWLEDGMENT

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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

I acknowledge that I have received a copy of the **Seasonal Library Intern** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

### Signatures:

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Seasonal Library Intern

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Date

Print Name: \_\_\_\_\_

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Library Director

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Date

Print Name: \_\_\_\_\_