

Lower Umpqua Library District
Position Description
Teen Intern
\$13.50 per hour

Position Overview: Under the supervision of the Lower Umpqua Library Director/District Manager, performs various administrative and patron-oriented tasks in support of the Library's mission to the community, such as Processing, cataloging, shelving, and arranging library materials and discussing them with patrons.

The position is a summer internship that is open to teenagers. It will focus on a specific project that will be determined based on the strengths and interests of the selected candidate as well as the needs and priorities of the library.

The intern is intended to work 300 hours throughout the summer. An intern who worked this full amount would earn a total of \$4,050.

Primary responsibilities may include:

- Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas
- Locate library materials, such as books, periodicals, audiobooks, local history, and DVDs
- Enter and update records on computers
- Instruct patrons on how to play board, card, and/or video games during library programming events
- Provide assistance to the Library Director in the maintenance of collections of books, periodicals, magazines, newspapers, audiovisual and other materials
- Maintain records of items received, stored, issued, and returned
- Perform clerical activities such as filing, typing, word processing, photocopying, and mailing out material, and mail sorting
- Operate and maintain audiovisual equipment
- Repair books, using mending tape, paste, and brushes
- Facilitate the acquisition of books, periodicals, and audiovisual materials by checking prices, figuring costs, and preparing appropriate order forms
- Assist in the preparation of displays
- Create flyers/signage
- Process newly acquired materials such as books, audiovisual materials, games, and computer software
- Prepare, store, and retrieve classification and catalog information, lecture notes, or other information related to stored documents, using computers
- Discuss library materials with the public
- Conduct research online
- Other duties as required

Supervision Received: Receives general supervision and policy advice from the Lower Umpqua Library Director

Required Knowledge Skills, and Abilities:

- Ability to read, write, and speak English
- Ability to organize work
- Ability to understand library policies, rules, and procedures
- Ability to interact courteously to other staff and volunteers, the Library's business contacts, and the general public

Physical Requirements:

- Ability to perform duties in an office environment
- Ability to work in an environment subject to continuous interruptions and background noise
- Ability to view a computer screen and operate a keyboard for extended periods of time
- Ability to move and/or lift materials up to 30 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
- Regularly required to talk and hear; use hands to operate objects, tools, and controls; and reach with hands and arms
- Vision and hearing at, or correctable to "normal ranges"
- Ability to read printed information on computer screens
- Ability to communicate effectively with individuals in person, over the telephone, via social media, and via the printed word
- Ability to file books, periodicals, reports, notebooks, etc. on shelves ranging from one to seven feet from the floor
- Ability to work flexible hours during all hours of public operation